**Christ the King Church Hall Hire Form**

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| **Name**……………………………………………….… | **Contact Number**……………………………... |
| **Address**……………………………………………………………………………………………………………... |
| **Date required**………………………………….. | **Time required**………………………………….. |
| ***Please include set up and clear away time of 30 minutes each which needs to be booked and paid for (additional to party time – additional cost)*** |
| **Total charge**……………………………..……… | (………………..hours @ £11 per hour) |
| **Deposit paid**……………………………………….***(A non-refundable deposit of 50% of the total cost to be paid at time of booking)*** |
| * ***A late cancellation (7 days or less) fee to be paid in full.***
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| * ***Please advise number of guests a minimum of 7 days in advance.***
 |
| * ***Please leave the hall and kitchen in a clean condition as found.***
 |
| * ***All breakages are to be paid for.***
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| * ***Sanctuary area is out of bounds.***
 |
| * ***Please ensure children are supervised at all times.***
 |
| * ***Full contact details including telephone details to be provided.***
 |
| * ***Venue viewing by prior appointment.***
 |
| * ***Contact Mr Edward Gunn on 07926 086 537***
* ***or email:* editor.christtheking@outlook.com**
 |
| ***[ ] I have read and accept the terms and conditions as set out above and in the Conditions of Hire.*** |
| **Name (Print)**………………………………………………………… |
| **Signature** …………………………………………………………….. |
| **Date**…………………………………………………………………….. |