**All Saint’s Church Coleshill**

**Parish of Amersham with Coleshill**

**Booking Form for Hiring of Church Premises**

**Please provide as much information as possible. Until this form is returned with the deposit(s) and hire charge in full the booking is not confirmed. If you have any queries please telephone the Parish Administrator on 01494 729380.** Entry at any time other than the period of hire is not permitted. . Maximum duration of an all-day booking is from 9 am to 11.00pm. The minimum booking is for two hours.

Discounts may be available for regular bookings.

|  |  |
| --- | --- |
| Name of Hirer/Group or Organisation |  |
| Contact Name & telephone number |  |
| Contact email address |  |
| Postal address |  |
|  | |
| Day and date required  If you are booking a series please give all the dates you require |  |
| Time (from and to) |  |
| NB The period of hire must include any time required for delivery of equipment, setting up and clearing up at the end. | |
| Purpose of hire |  |
| Requirements  (delete as necessary) | Church: |
| Extra arrangements | (please specify) |
| Included in fee: pews, chairs, tables, | |
| Agreed date and time to collect keys (if appropriate) |  |
| Church £125 per day |  |
| Heating £35 per day |  |
| Total Agreed fee |  |
| Deposit £ |  |
| Balance payable £ |  |

**I have read and agree to observe the conditions of hiring as set out in the enclosed Hire Conditions.**

Signed on behalf of the Hirer

Name (block capitals) …………………………………………………………………………..

Signature ……………………………………….. Position …………………………………….

**Signed on behalf of the Parochial Church Council of St Mary’s Amersham with All Saints’ Coleshill**

Name (block capitals) …………………………………………………………………………..

Signature ……………………………………..… Position ……………………………………..

Date ……………………………………………..(when second person has signed)

**Please return to The Parish Office, St. Mary’s Church Rooms, Church Street, Amersham, Bucks HP7 0DB. Cheques to be made payable to All Saint’s Church or bank transfer,**

**Sort Code: 30-90-18. Account Number: 00581460 Account Name: For PCC of Amersham re Coleshill Church**