**St Mary’s Parish Church Amersham**

**Booking Form for Hiring of Church Premises (Church or Parish Rooms)**

**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. Keys can be collected prior to booking. Maximum duration of an all-day booking is from 9 am to 11.00pm. The minimum booking is for two hours. Hire of the kitchen will be for the same period as the main hall. The kitchen is not available to hirers of the meeting room if the main hall is let to another hirer. Discounts may be available for regular bookings. A children’s party rate of £45 is available on Saturday and Sunday afternoons (from 1.30-5.30)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | | | |
| Church Rooms Hall | | | |
| Church Rooms meeting room | | | |
| Church Rooms Kitchen | | | |
| Extra arrangements | (please specify) | | | |
| Included in fee: pews, chairs, tables, toilets, disabled WC and baby changing facilities | | | | |
| Agreed date and time to collect keys |  | | | |
| Church £150 per day |  | | | |
| Heating £75 per day |  | | | |
| Church Rooms | Amount of hours | Price per hour | Price per day | SubTotal |
| Main Hall |  | £12 | £120 |  |
| Kitchen (inc crockery and equipment) |  | £5 | £60 |  |
| Meeting Room |  | £10 | £60 |  |
| Damage deposit received £50 |  | | | |
| Key deposit received £20 |  | | | |
| 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 St Mary’s Church or bank transfer**

**Sort Code: 40-52-40. Account Number: 00014511 Account Name: Amersham PCC St Mary’s Church**