

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 <small>If you are booking a series please give all the dates you require</small>				
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 £195 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