For Office Use: Ref /………………….

**St. Luke’s Church, Hillmarton Road N7 9JE**

**Reg Charity No: 1128923**

**Contact: Tina Cooney** [hire@saintlukeschurch.org.uk](mailto:hire@saintlukeschurch.org.uk)

**BOOKING FORM**

**The User must complete and email this form to initiate a booking. Rates of Hire are available on the Church website.**

**Please also confirm that you have read, agreed and signed our Terms and Conditions/Hire Guidelines, Cancellation Policy,   
Health & Safety Hazard Sheet and Safeguarding Policy by attaching a copy of the signed forms.**

User Name (whether an individual or organisation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where the User is an organisation: name of representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User address[[1]](#footnote-2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank details for return of Security Deposit: ACCOUNT HOLDER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACCOUNT NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SORT CODE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*GDPR Statement: The personal information provided here will only be used for the purposes of hiring space at St. Luke’s Church. It will not be passed on to any third party or used for any other purpose.*

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**I/We hereby apply for the use of:-** **X**  *as appropriate*

|  |  |  |  |
| --- | --- | --- | --- |
| CHURCH: | HALL: | GARDEN: | UPPER ROOM: |
| EXCLUSIVE USE: |  |  |  |

**Date/s required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time required**: From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (must include any setting up and clearing up time required.)

**Type of function:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of attendees**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*No. tables required: *(specify long tables and/or small ‘card’ tables)* No. chairs:

|  |  |
| --- | --- |
| Do you have a set/props?Y / N  *Please give details below of the size of the set/props*  \*Storage of equipment overnight for days @ p/day | \*Use of PA system: Y / N  Technician required: Y / N |

***Any special arrangements required:***

|  |  |
| --- | --- |
| **HIRE CHARGE CALCULATION:**  **Administration Fee: £**  **Cleaning Fee: £**  **Security Deposit: (returnable after the event) £200.00 (Hourly charge x no. of hours)**  **Church: £**  **Hall: £**  **Garden: £**  **Storage: £**  **Exclusive use: £**  **TOTAL: £**  **OR:** (**X** if appropriate)  **. (**SEE GUIDELINES**)** | **PAYMENT**  **Please make all payments by Direct on-line bank transfer to:**  **Account Name: St Luke’s PCC**  **Sort Code: 60-11-14**  **Account Number: 30890357**  \*Please **return the Booking Form** **to request a provisional booking.**  \***Pay the Security Deposit** to secure the Booking. You will then receive a **Confirmation of Booking** document.  \*The **balance** of the **Hire charge** and **Administration Fee** must be received **7 working days before the date of Hire.**  \*Please **email** the Administrator to confirm you have made this transaction. You will then receive a **receipt and further details for the event.** |

**Signature of applicant User/User’s legal representative:** ……………………………………………………………

**Date of signature:** …………………………………………………………….

1. ~Legal address - If an individual, then the User’s residential address; if the User is an organisation, the organisation’s legal address (for contracts etc). [↑](#footnote-ref-2)