

ST MARY'S CHURCH HALL BOOKING FORM

Parish Office (behind the hall)

Open Tues, Wed Thurs 10.00am - 12 noon): Addington Village Road, CR0 5AS

Tel: 01689 842167 E-mail: churchhall@addington.org.uk

Please read our **CONDITIONS OF HIRE** and **SAFEGUARDING POLICIES FOR CHILDREN AND VULNERABLE ADULTS** before completing this form. Thank you.

Name	_____	Date of hire	_____
Address	_____	Time of hire	_____

	_____	Type of function (please tick)	
Post Code	_____	<input type="checkbox"/> Wedding reception	
Tel (work)	_____	<input type="checkbox"/> Funeral reception	
(mobile	_____	<input type="checkbox"/> Baptism reception	
Email	_____	<input type="checkbox"/> Children's Party	
		<input type="checkbox"/> Fundraiser	
		<input type="checkbox"/> Other: _____	

WEDDINGS: Please give Name / Address / Tel No of a contact for after the event.

Monday to Friday	8.00am – 11.00pm	£8.00 per hour	<input type="checkbox"/>	
Saturday	2.00pm – 6.00pm	£11.00 per hour	<input type="checkbox"/>	TOTAL £ _____
Sunday	12.00noon – 6.00pm	£11.00 per hour	<input type="checkbox"/>	Security Deposit £100.00 (see below)

Please keep one copy of this completed form for your own records.

Return one SIGNED copy, together with the booking fee to:

St. Mary's Parish Office, Addington Village Road, Croydon CR0 5AS

For more details on how to pay, please see overleaf.

COLLECTION OF THE KEY

Please collect your key from the Parish Office the week before your hire. The office is open Tuesday – Thursday between 10.00am and 12.00noon. We request a **Security Deposit of £100.00** upon collection of the key.

AGREEMENT

I have received a copy of the *Conditions of Hire*, which I have read and agree to comply with these conditions. I have seen your parish's *Safeguarding Children and Safeguarding Adults who may be vulnerable Policies and Guidelines for Activities* and agree to abide by them.

SIGNED _____ DATE _____

THANK YOU FOR YOUR PROMPT PAYMENT