

# ST MARY'S CHURCH HALL BOOKING FORM

Parish Office (behind the hall)

Open Tues, Wed Thurs 10am - 12noon): 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)	
	_____	<input type="checkbox"/> Wedding reception	
Post Code	_____	<input type="checkbox"/> Funeral reception	
Tel (home)	_____	<input type="checkbox"/> Baptism reception	
(mobile)	_____	<input type="checkbox"/> Children's Party	
Email	_____	<input type="checkbox"/> Fundraiser	
		<input type="checkbox"/> Other: _____	

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

\_\_\_\_\_

Number of hours \_\_\_\_\_ @ £22.00 per hour **TOTAL** \_\_\_\_\_  
Plus your **£100.00 SECURITY DEPOSIT** (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 & SECURITY DEPOSIT

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. This security deposit will be refunded in full after the return of the key, subject to a satisfactory inspection of the hall after the booking. The Buildings & Equipment Committee reserves the right to withhold all or part of this security deposit if the condition in which the hall is left after the period of hire is not satisfactory. Additional charges may be made if extra costs are incurred.

## 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 \_\_\_\_\_

**Yes, we are GDPR compliant and we would love to keep in contact with you. If you are happy for us to keep your details and send you relevant information on church events, please tick here.**

**Don't worry, we will keep your details safe and securely locked away.**