

ST AIDAN'S CHURCH, Coulsdon.

Hall Bookings Form

Email: staidanshallbookings@gmail.com

Hall site address: St. Aidan's Church Hall, Chipstead Valley Road, Coulsdon CR5 3BQ

Parish office (for all correspondence) : 1 Portnalls Road, Coulsdon CR5 3DD.

Name (of hirer) _____

Address _____

Contact details: email: _____

Telephone (preferably mobile) _____

Are you registered on the parish register? YES / NO (please delete as appropriate)

Date of Hire _____ Start Time (beginning with setting up) _____

Purpose of hire: _____

Refundable Deposit £100. Booking is confirmed on receiving deposit and full payment.

Minimum Hire charge for first 2 hours £60. Thereafter £25 per hour.

1. Main Hall _____ hours.
Time begins with set up, - ends with finish of cleaning and clearing.
2. KITCHEN use is an additional £50 per session. Yes / No
3. The Marian meeting room is not included but if it is required in addition to the Hall it is £30 per session. Yes / No

TOTAL DUE £ _____

Cheques should be made payable to 'RCAS Coulsdon'.

BANK DETAILS: Account name: RCAS Coulsdon; Acc no. 01751182 Sortcode: 60-06-14

I/We understand that the deposit is subject to forfeiture or deductions in accordance with the terms and conditions as set out in the attached document.

I/We have read and accept all the terms and conditions of hiring St. Aidan's Church Hall as set out in the attached document.

ALL DEPOSITS WILL BE BANKED AND REFUNDED WITHIN 14 DAYS OF HIRE DATE

Access: A key holder will meet you on site or as arranged.

Note: All rubbish must be removed from site after the event.

Signed _____

Date _____