



ST MARY'S REIGATE

CHURCH CENTRE BOOKING REQUEST FORM

The Parish Office, Chart Lane, Reigate. RH2 7RN 01737 221100

Name of hiring organisation & Charity Number (if applicable):

Name of representative:

Contact Address:

Contact Telephone: email.....

Date of Event:entry Timedeparture time booking duration.....

Event start and finish times A minimum booking time of 2hrs applies to all bookings

Is the booking a regular booking? If yes, please complete frequency of hire

And dates required (please list).....

PLEASE NOTE – Decorations etc. are not to be affixed to the plastered walls. This causes damage which may result in your deposit being used. Please also note drawing pins are not to be used in the Church Centre.

Rooms: (please circle) Main Hall / Room 1/ Room 2/ Room 3/ Room 4/ Kitchen

Extras required - crockery

Delegate numbers (please confirm final numbers no less than 7 days before your event).....

Summary of event /booking: (Please check our terms and conditions and describe your event fully so that the church can decide whether to accept the booking):

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For one-off private bookings a deposit of £75 must be paid before your booking is confirmed. This deposit will be requested by email which will include the option to pay, the hire fee must be paid in full not less than 14 days before your booking. For one off private hires the hire fee will be requested by email with again the option to pay.

If requested by invoice can be paid by bank transfer to Natwest Bank Reigate, Account Name 'St Mary's Church Reigate Fees', Sort code 60-17-27, account number 89624513. Please state your name and the date of your booking when you make the transfer. Cheques are to be made payable to 'St Mary's Church Reigate Fees'.

PLEASE TURN OVER FOR TERMS & CONDITIONS OF HIRE

For office use:

Fee Breakdown

Checked in diary: Date Initials.....

Deposit received: Date Initials.....

Hire fee received: Date Initials.....

Insurance seen: Date Initials.....

H&S run-through: Date Initials..... Total.....