



Parish Office
 St Mary's Church
 Stoke Road
 Stoke D'abernon KT11 2PX
 01932 866005
 admin@stmarysstokedabernon.org.uk

BOOKING FORM 2017

Name/Organisation :			
Address :			
		Postcode :	
Telephone Number :			
Email :			
Date Required:		Times :	
Intended Use :			
Cheque enclosed :		Amount :	

CHARGES

Area	Monday - Friday	Regular Users M-F	Saturday and Sunday
Large hall	£25 per hour	£20 per hour	£30 per hour
Café Area	£15 per hour	£12 per hour	£20 per hour
Large hall and café area	£35 per hour	£25 per hour	£45 per hour
Meeting room (seats 15)	£12 per hour	£10 per hour	£10 per hour

Note: All bookings include the use of kitchen facilities (may be shared if both halls in use).

A damage/cleaning deposit cheque is needed for all bookings except when otherwise notified : £100. This will be torn up if the hall is left in a clean and tidy state.

Please sign and return this form to the Parish Administrator. Payment must be made at the time of booking either by cheque made payable to St Mary's Stoke D'Abernon or by bank transfer to Bank : NatWest, 9 High Street, Cobham KT11 3DJ Account Name : St Mary's Church Account Number : 34311211 Sort Code : 60 06 03 **Please put the letters HH before any reference**

Although St. Mary's church has public liability insurance, hirers should check that their own public liability insurance cover – which may be provided under a household policy – would extend to include the event(s) for which this booking is being made.

I confirm that I have received, read, and will comply with, the Terms and Conditions for hire.

Signature Date:.....

St. Mary's PCC retains the right to alter these arrangements with appropriate notice given if necessary.

Registered Charity Number : 1128323