

The Parish Church of St. John the Baptist, Knutsford

CHURCH BOOKING FORM

Name of Choir/Group_____

Contact name_____

Contact address_____

Phone No._____Email_____

Date of Concert/Service_____Time_____

Rehearsal date & times (please attach schedule for regular bookings if required) _____

Person responsible for key to premises _____ Telephone no. _____

(The key should be collected from the Church Office - situated in the Centre - during office hours: Weekdays . 9am – 12.30pm. Telephone 01565 755160 and *posted* back through the Centre letter-box after ensuring the premises are secure).

Is the church organ to be used? _____ If yes, please ask your organist to contact the church office

Is the Church Centre required for serving refreshments
(nb this will be charged separately according to Centre hire charges)_____

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### SCALE OF CHARGES \*

Full day hire for concert or other event £250

Evening/Half day use of church - £200

Regular rehearsals - £ 50

Verger charges £ 25

(for full set up and clear away this charge will be £50)

If an invoice is required, please tick the box

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**BACS payments should be made to St John's Knutsford PCC, a/c 40554057, sort code 20-53-77.**

**Alternatively, payment can be made by cheque, payable to: *St. John's Knutsford PCC* and sent to the Hon. Treasurer at the above address. Deposit cheques separately please. Upon completion, this BOOKING FORM should be returned *with the payment* to:**

Mrs H M Kimber  
Church Manager  
St. John's Church Office,  
Church Hill,  
Knutsford WA16 6DH  
office@stjohnsknutsford.org.uk

***This hiring is subject to the standard terms and conditions***

16-Mar-16