

ST. JOHN'S KNUTSFORD CHURCH CENTRE

BOOKING FORM

NAME/GROUP/COMPANY:.....

REG.CHARITY NUMBER (if applicable):.....

PURPOSE OF USE:.....

CONTACT PERSON NAME/ADDRESS

.....

TELEPHONE NUMBER:EMAIL ADDRESS.....

DAY & DATE OF FUNCTION: TOTAL NO. OF HOURS.....

TIME FROM & TO: (including setting up/clearing up).....

NOTE: You are responsible for the safe egress of people in the event of a fire alarm sounding

PLEASE TICK THE ACCOMMODATION REQUIRED

FULL HOLDEN SUITE - GROUND (TOP) FLOOR @ £25/40 per hour

£18/30* per hour

The lower rate is up to 7pm

*Discretionary for church family members/Oasis members/charitable events/regular bookings

TYNDALE ROOM / WYCLIFFE ROOM- (DOWNSTAIRS) @ £20 per hour

EXTRAS - (Please complete box if required)

Hire of Dinner Service & Cutlery @ £50

Use of ovens, warming trays etc. @ £50

Use of AV Equipment £50 per item or by discussion

Verger charges (opening/setting up / clearing away @ £20 each

Deposit £25

TOTAL COST

I agree to abide by the Conditions of Use: **Signed**

NAME OF PERSON RESPONSIBLE FOR KEY TO PREMISES:

Name:..... Phone No.:.....

Received by..... Returned

(The key should be collected from the Church Office - situated in the Centre - during office hours: Mon - Fri. 9am – 12:30pm. Telephone 01565 755160 and *posted* back through the front door letter-box after ensuring the premises are secure).

Notes

We now have very limited ability to permit the provision or sale of alcohol. If you wish to do this, you must contact us and we will confirm whether or not we are able to grant permission and, if so, on what basis.

If alcohol is to be SOLD, has the Church Office been contacted regarding permission? ●
(This should be done by you a good 3 or 4 months before the event)

If your booking is for a commercial or profit making organization, please sign the declaration below:
I confirm that I have arranged the necessary insurance cover to meet any liability arising from accidents to members of the party and/or Third Party Risk.

Signed

Date

Upon completion, this BOOKING FORM should be returned *with the payment* to:

Mrs C Hogg
Church Administrator
St. John’s Church Office,
Church Hill,
Knutsford WA16 6DH
office@stjohnsknutsford.org.uk

Payment can be made by BACS to St John’s Knutsford Parochial Church Council at Barclays Bank, 87 King Street, Knutsford, WA16 6EL; Sort Code 20-53-77; Account No 40554057. Alternatively cheques should be made payable to: *St.John’s Knutsford PCC* and sent to the above address. Deposit cheques separately please.

If an invoice is required, please tick the box

N.B.

Please note that smoking is strictly forbidden in the Church Centre. Failure to comply with this will result in the deposit being forfeited; also further bookings will not be accepted.

St. John’s Parish Church reserves the right to change the room you have booked if it is needed for a Church Event.

You will of course be advised of any changes in advance.