

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   |
| Vergger charges                                                 | £ 25   |
| <i>(for full set up and clear away this charge will be £50)</i> |        |

If an invoice is required, please tick the box

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

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

9-Jan-18