

DATE

Dear

Thank you very much for your enquiry regarding the use of St.John's Church Centre. We are pleased to make these premises available for the following types of function:

- Events/meetings/seminars planned by adult organizations
- Youth & Children's organisations
- Children's parties (primary school age only)
- Wedding receptions, silver wedding parties or similar, funeral buffets, etc

Please note that all bookings are accepted for a minimum of 3 hours.

We regret that we cannot accept any bookings for Sundays or Mondays.

If you are in any doubt as to whether your proposed function is included in the above, please do not hesitate to contact the Church Office (01565-755160) for advice.

You will appreciate that in the interests of keeping on friendly terms with our neighbours and on account of the fact that this building is on consecrated ground, there are certain activities which are expressly forbidden. These are:

- Teenage parties/discos
- Gambling in any form (including raffles)
- Events likely to cause a nuisance

Events for the purpose of personal or commercial gain or party political meetings are only permitted after a separate request. As I presume you are running the evening as a business, I am attaching the Business booking form, which carries a slightly higher hourly room rate. If this is incorrect, please contact me.

Insurance: you must be covered for the activities you undertake. This is a condition of booking.

The situation regarding the use of alcohol on the premises is outlined under "**Conditions of Use**" on the attached sheet. Please note that **YOU** are responsible for contacting the Church Office if this is required.

We do hope that we will be able to accommodate you and that you have a successful function.

Upon receipt of the attached **Church Centre Booking Form** together with your payment (if an invoice is preferred, please state), the booking will be considered as confirmed, providing of course the chosen date is available.

Yours sincerely,



Chris Hogg
Church Administrator