



## ST EDWARD'S CHURCH, EGGBUCKLAND PL6 5RN

## CHURCH HALL BOOKING FORM

FORM 1A (CHURCH HALL—EDN 6)

TODAY'S DATE:			
FIRST NAME			
SURNAME			
ORGANISATION			
<i>*Note: Person(s) signing must be 18 years of age or over.</i>			
HOUSE/NUMBER			
STREET			
TOWN			
CITY			
POSTAL CODE			
TELEPHONE No:			
EMAIL ADDRESS:			
DATE REQUIRED:			
TIME REQUIRED:			
PURPOSE FOR HIRE:			
Commercial use: YES/NO			
This event will be: Private / Public			
PERFORMANCE RIGHTS**:	YES/NO		
**Will your event use music?			
Will alcohol be provided?:	YES/NO		
Will alcohol be for sale?	YES/NO		
FACILITIES REQUIRED:	Main Hall (12.50)	£	
	Kitchen (£5.50)	£	
*Parties Only	Main Hall with Kitchen (£18 per hour )*	£	
DEPOSIT (£30):		£	
HIRE TOTAL		£	
<i>I give permission for the Parish of Eggbuckland with Estover to use my information to contact me in the future</i>	<i>Method of Payment (Please indicate with either a cross or a tick)</i>		
	CHEQUE		
	CASH		
(YES/NO)	BACs (Bank Coop, Sort Code 08-92-99, Account Number 65693876 - quoting Ref)	REF	
<i>I have read the conditions for hire of the Church Hall (Form 2) and noted the Information for Hirer (Form 3) and accept and agree to them. Please leave promptly at the stated time of the end of hire!</i>			
SIGNED:			
DATE			
Cheques and money orders should be made payable to:- 'ST EDWARD'S EGGBUCKLAND PCC'. Please complete, sign and return the whole form together with your booking fee & deposit to:- Mr Peter Anderson, 1 Crown Gardens, Crownhill, Plymouth PL6 5JA			
<i>(If paying in cash please contact Mr Peter Anderson on 01752-707377 to arrange receipt of monies and nearer the time of hire to make arrangements for collecting the keys)</i>			
PLEASE NOTE THE COMPLETED FORM NEEDS TO BE RETURNED ALONG WITH MONIES BY THE FOLLOWING DATE OR THE BOOKING WILL BE CANCELLED.			
FOR OFFICE USE - RECEIPT OF MONIES			