

ST LUKE'S CHURCH HALL EXTENSION BOOKING FORM

The hirer must complete and sign this form after reading the booking conditions,
before any hire can be confirmed:

Name of Hirer: (the 'Responsible Person'
or, if not the Responsible person, please complete information at foot of page **)

Organisation (if applicable).....

Address

Tel No. E-mail.

Date of single or first hire: Time of Hire : from.. until
(including time for setting up/tidying away)

If a repeat booking is required: weekly ☐ monthly ☐ variable dates ☐

Date of final booking, or if variable list dates

Please state the purpose of Hire, including content or theme of special one-off bookings for approval:
eg. Christmas party, birthday party etc

Approx number of people attending.....

Will there be live or recorded music? Yes/No (the hall has a PRS License)

Please tick if you would like to use: PA ☐ WiFi ☐

Please provide any other information about your hire not mentioned above – such as any special
equipment you plan to use in the hall, eg bouncy castles, or if you wish to serve alcohol

.....

Cost of Hire: £ Deposit Paid: Balance due: £

I / WE have read and accept the terms outlined in the Booking Conditions for the use of
St Luke's Church Hall and Extension:

Signed Print Name

Date

**** Please supply the Name and address of Responsible Person, if different from above**

Name:

Address:

Tel No. E-mail:

Please note: we will only use your contact information supplied to contact you about your hire and
booking arrangements. We will never pass your details on to a third party.

Occasionally we may contact our regular hirers about community events being held in the hall to
showcase our users (Tiptree History Day & our Christmas Tree Festival), or to raise funds to improve
the hall facilities.

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If you do not wish to be contacted in this way, please tick here: ☐

Once you are no longer booking with us, this information will be securely discarded after final payment is settled, this will be no longer than 6 months.

PLEASE RETURN THIS PART OF THE COMPLETED BOOKING FORM TO:

Gareth Williams, Hall Bookings Administrator, together with the £15 deposit for one-off bookings. Completed forms may be scanned or photographed and sent by email to:
hall.stlukestiptree@btinternet.com

or can be returned to the Church office: St Luke's Church, Church Road, Tiptree, CO5 0SU in an envelope marked for the attention of Gareth Williams (Hall Bookings)

If you have any queries please email or call the Booking Administrator on 01621 818069 (with answer-phone)

How to pay

Our preferred payment method for deposits/invoices is by direct Faster Payment or BACS

For direct Faster Payment or BACS the account name is:
Tolleshunt Knights & Tiptree PCC - St Luke's Church

Our Bank is Barclays Bank

Sort Code: 20 - 97 - 40

Account No. 53239101

Please state your name or group name as a reference with the date of your booking

Cheques if paying by cheque these should be made payable to: 'Tolleshunt Knights & Tiptree PCC - St Luke's Church'

Full details of paying online or by cheque will be on your invoice.

Payment is due within 2 weeks of invoice

If your group would like to have posters displayed to publicise your group on the church noticeboards, please send or give these to Christine the Team Administrator in the Church Office who will be happy to arrange this for you: thurstableteamadmin@btinternet.com or you can post them through the office letterbox.

Thank you for your request to book our Church Hall

For Admin use:

Related documents:-

Covid Policy Notice *Reviewed November 2022*

Covid Risk Assessment *Reviewed 15.9.21*

WiFi Policy & Form *November 22*

Hall Key Holders Policy & Form *August 21*

Locking up information *November 21*

Covid Sample Risk Assessment for Groups *16.12.21*

Reviewed: January 2023