**Booking application form for the hire of facilities at St John’s Church, Hartley Wintney**

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| --- | --- | --- |
| Name |  | |
| Organisation |  | |
| Address  Postcode |  | |
| Contact phone | | Email |

|  |  |  |
| --- | --- | --- |
| Date of event | |  |
| Details of the event and the proposed activities | |  |
| Time of event | | FROM TO |
| Time of hire (allowing sufficient time for setting up and clearing away) | | FROM TO |
| Maximum number of people to attend | |  |
| Do you have any Audio/Visual requirements? | |  |
| Is the hirer proposing to serve alcohol or have any other activity which may require a licence or any activity which, according to the terms and conditions of hire, may require permission from the management? | |  |
| If applicable, please provide details of the provisions for the safeguarding of vulnerable adults, children and youth | |  |
| ***Notes:*** | 1. *Group hirers are required to have public liability insurance.* 2. *It is the responsibility of the hirer to carry out health and safety risk assessments*   **Fire exits and access ramp shown by St John’s team member** | |

**ROOM REQUIREMENTS** *Please delete as applicable. \*Please note that Hall 2 can only be booked with another Hall.*

|  |  |  |  |
| --- | --- | --- | --- |
| Hall 1 | Hall 2\* | Hall 3 with small kitchen | Church |
| Main Kitchen | Meeting Room 1 | Prayer Room Meeting Room 3 | Youth Room |

**Room costs & capacities – hire includes use of tables, chairs, glasses, crockery, cutlery etc.**

|  |  |  |
| --- | --- | --- |
| **Room** | **Weekday cost per hour**  **(Weekend cost after 6pm Friday)** | **Guide to maximum numbers, please discuss your requirements depending on layout.** |
| Hall 1 10m x 10.5m | £20.00  (£40.00) | 96 seated theatre style  Or 48 seated at round tables |
| Hall 2\* 9.4m x 6.3m | *Please note: Hall 2 can only be booked with another Hall.* | |
| Hall 3 7.8m x 6.0m | £15.80  (£31.60) | 30 seated theatre style  Or 24 seated at round tables |
| Halls 1, 2 & 3 combined | £31.50  (£63.00) | 180 seated theatre style  Or 120 seated at round tables |
| Halls 1 &2 combined | £27.30  (£54.60) | 150 seated theatre style  Or 80 seated at round tables |
| Halls 2 & 3 combined | £21.00  (£42.00) | 96 seated theatre style  Or 48 seated at round tables |
| Meeting room 1 6.8m x 5.7m | £13.70  (£16.80) | 40 seated theatre style  Or 30 seated at tables |
| Prayer Room  Meeting Room 3 5.7m x 5.7m | £13.70  (£16.80) | 2 sofas and several chairs available  Seats up to 15 people |
| Youth Room  L-shaped room with small kitchen | £13.70  (£16.80) | 3 sofas in informal area  Seats up to 30 people in formal area theatre style |

**Main Kitchen, equipment and callout charges**

|  |  |
| --- | --- |
| Food preparation, cooking and serving | £75.60 per session |
| To serve from only | £31.50 per session |
| Filter coffee flasks and use of coffee machine | £5.25 per flask (12 mugs) |
| Technical support callout during hire | £28.90 per hour (or part thereof) |
| Setting up or clearing away of tables & chairs etc | £28.90 to set up £28.90 to clear away |

**Furniture requirements** (Availability subject to the requirements of other users)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Dimensions** | **Maximum seating** | **Maximum number available** | **Number required** |
| Rectangular table (Gopak) | 72” x 30” (183cm x 76cm) | 6 | 15 |  |
| Large circular table | diameter 60” (152cm) | 8 | 15 |  |
| Small circular table | diameter 48” (122cm) | 6 | 5 |  |
| Padded chair |  |  | 150 |  |

**Please let us know if there are any other items that you might require:**

**Payment details** Your completed booking form should be emailed to [bookings@stjohnshw.org.uk](mailto:bookings@stjohnshw.org.uk) or handed in to the Church Office. Returning the booking form indicates agreement to St John’s Terms and Conditions.

Once the signed booking application form is received, and subject to availability, a confirmation email will be sent to you confirming your provisional booking and requesting payment.

Full booking payment (including any required deposit) is required for bookings within a month or for a total less than £100.

To secure a booking for an event costing more than £100 and over one month away, a 25% booking deposit is required within 14 days. Payment of the balance (including any required deposit) is required no later than one calendar month before the event. Payment arrangements are included on your invoice. Please include the invoice number as your reference.

***In signing this booking application form, the hirer acknowledges receipt of the Terms and Conditions of Hire of the St John’s Church Centre and agrees to abide by them.***

|  |  |
| --- | --- |
| Signature |  |
| Print Name |  |
| Date |  |