

# Accommodation Enquiry Form

1. Contact details: Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone number \_\_\_\_\_

2. Accommodation HALL/CHURCH/COMMUNITY HUB (delete as necessary)

3. Type of event \_\_\_\_\_

4. Date and time of event \_\_\_\_\_

5. Date and time of event available? \_\_\_\_\_

6. Opener and Closer available? \_\_\_\_\_

7. Is this is a regular booking? i.e. weekly/ monthly \_\_\_\_\_

8. Is this a private event/ not for profit/ charity event or business? \_\_\_\_\_

9. What will you use the accommodation for and what equipment will be involved?

10. What church equipment will you wish to use?

Examples	Please tick		Please tick
Audiovisual equipment		Speakers for laptops	
Tables		Radio Mikes	
CD player			

11. If not a private event, are children or vulnerable adults involved; will you have your own safeguarding policy?

\_\_\_\_\_

12. Do you have your own public liability insurance? \_\_\_\_\_

## Information to be noted before booking

1. Deposit of £ 50 is required at the time of booking, returnable once the hall has been checked and cleaned.
2. Payment of the charge must be received one month before the date of the event - for regular bookings payment must be by standing order in advance. Charges as shown below
  - a. Occasional use e.g. parties £28.75 per hour
  - b. Regular use by businesses or individuals £17.25 per hour
  - c. Occasional use by charities £16.50 per hour
  - d. Occasional use by church members £11 per hour-not for profit.
3. The church is located in a residential area therefore no excessive amplification must be used for events; noise must be kept to reasonable limits.
4. No alcohol may be sold without a temporary events notice
5. The church will not allow events contrary to the ethics of the Christian Faith.
6. No smoking is allowed in the building or memorial garden
7. Breakages and damages must be paid for including any damage to walls; please do not use pins sellotape or blue tack on walls or remove organisation notices.
8. At the end of the booking, the kitchen must be clean, rubbish sorted for recycling and taken out to the appropriate bins, toilets checked, flushed and clean, furniture wiped and put back and the floor swept clean. Any additional cleaning needed will be deducted from the deposit.