

BOOKING APPLICATION FORM

This agreement is made between the PCC of St John the Evangelist, East Dulwich and the hirer.

Name:	Email:
Address:	Mobile:
Postcode:	

The use of the premises is for _____ and no other purpose.

There will be approximately _____ (number of people attending the event, not including parents/carers dropping children to parties and leaving)

Date(s) required _____

From (time) _____ am/pm To _____ am/pm

Indicate your hire requirements, allowing time for setup and packing away.

Venue	Day	Rate (per hour)	No. of hours	Cost
Small Hall	Monday - Friday	£22.00		
	Sat, Sun & Bank Hols	£34.00		
Large Hall	Monday - Friday	£34.00		
	Sat, Sun & Bank Hols	£42.00		
Whole Hall	Monday - Friday	£42.00		
	Sat, Sun & Bank Hols	£63.00		
Kitchen - when hired with a hall	Light use	£15.00 (Flat Rate)		
	Full use	£28.00 (Flat Rate)		
TOTAL COST OF HIRE				

An Invoice to be raised for the sum of £_____ is payable via Bacs, to ST JOHN'S PCC, EAST DULWICH in respect of this hire (28 days before the date of hire, where possible).

I have read the **Conditions of Hire and Risk Assessment** and agree to abide by them:

- Amplified sound will not be used during the hire:
- I am aware that bouncy castles and other large inflatable play equipment is not permitted within the hire:
- I confirm that this hire will operate within shared and agreed organisational Safeguarding Policy or in the line with the PCC's Safeguarding Policy which I have signed and return with this form:

Signature:

Date: