

## PARTY & ONE-OFF EVENT 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	£23.10		
	Sat, Sun & Bank Hols	£35.70		
Large Hall	Monday - Friday	£35.70		
	Sat, Sun & Bank Hols	£44.10		
Whole Hall	Monday - Friday	£44.10		
	Sat, Sun & Bank Hols	£66.15		
Kitchen - when hired with a hall	Light use	£15.75 (Flat Rate)		
	Full use	£29.40 (Flat Rate)		
All venues	Cleaning Fee	£25.00		25.00
<b>TOTAL COST OF HIRE</b>				

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: \_\_\_\_\_