

BOOKING APPLICATION FORM

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

of (address) _____

(postcode) _____ (telephone) _____

(mobile) _____ (email) _____

for the hire of (Please circle as appropriate)

The Whole Hall

Large Hall

Small Hall

The Kitchen (Light Use Due to covid restrictions & please ensure to remove all rubbish off site.)

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

Please allow time for setup and packing away in your booking.

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)		
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.

I confirm that this hire will operate in the line with the PCC's **Safeguarding Policy** which I have signed and return with this form.

Signed: _____

Date: _____