

**St John the Evangelist, Kenilworth**

**Church Hall and Building Booking Form**

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| **Rates** | | |
| **Church Building**  **(Kitchen hire)** | **Mon-Fri: £22/hour - minimum hire of 2 hours**  **Sat: £33/hour – minimum hire of 4 hours**  **£12 per booking** | **Session times are as follows:**  **09.00 —13.00**  **13.00 – 18.00**  **18.00 – 22.00** |
| **Large Hall**  **(Kitchen hire)** | **Mon-Fri: £16/hour - minimum hire of 1 hours**  **Sat: £18/hour – minimum hire of 2 hours**  **£10 per booking** | **Session times are as follows:**  **09.00 —13.00**  **13.00 – 18.00**  **18.00 – 22.00**  **(inclusive of set up and set down)** |
| **Small Hall** | **Mon-Fri: £12/hour- minimum hire of 1 hours**  **Sat: £12/ hour – minimum hire 2 hours** |
|  | **Discounted rates are available for registered charities and church members (on the Electoral Roll) at the discretion of the PCC. Please enquire at time of booking.** | |

**All bookings are subject to the Booking Policy for the hire of the Church Halls and the Church Building**

It is the policy of St John’s Church PCC to retain the contact details for hirers of church premises solely for the purpose of the booking in question (and invoicing for the same). However, it may be of interest to you to know about any planned changes to procedures, availability and cost of hiring church premises. If you would be happy with us retaining your data securely to enable us to contact you in the future, please tick the box below. It may also save time if you want to book these facilities again. Otherwise, we shall delete your data on completion of the current transaction.

# I agree to St John’s Church PCC retaining my contact details securely to inform me

about future use of church premises ☐.



**Church Hall and Building Booking Form**

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| Date of booking: | Time of booking: |
| Venue:  Church Building \* ☐ Large Hall ☐ Small Hall ☐  *\*(If booking the Church Building is the use of the kitchen required?)* ☐ | |
| I agree to the Standard Conditions of Hire Signed: | |
| Print Name: | Name of Organisation: |
| If you wish to request a discount for charitable status or church membership please state here: | Yes / No (delete as applicable)  If yes, further details will be requested |
| Hirer’s Address: | |
| Contact Tel. No.: | Email address: |
| Bank Details (for refund of deposit where applicable) | Account Name: …………………………………………  Sort Code: …………………………………………  Account Number: ………………………………………… |

Please return completed form to the Church Administrator at:

[admin@stjohn316.co.uk](mailto:admin@stjohn316.co.uk)

On receipt and acceptance of the booking the Church Administrator will confirm details for payment.