



REF No.

HARLINGTON METHODIST CHURCH

APPLICATION FOR HIRE OF THE CHURCH PREMISES

- 1. Contact Name and organisation (the 'User').....
- 2. Address
- 3. Registered Charity YES/NO If YES, please supply Reg.No.....
- 4. Tel No..... Mobile.....Email.....
- 5. Date(s) requested.....
- 6. Times requested.....
(arrival time and departure time, including setting up and clearing up time)
- 7. Precise Nature of Usage
- 8. Expected number of people (max) Adults.....Children (under 18).....
- 9. Rooms Required, Please tick. Upper Hall (Max capacity – 60)
 Lower Hall (Max capacity – 80)

The kitchen is considered a 'shared' facility amongst all user on the premises and as such is free of charge. If exclusive use is required (eg catering preparation) then this must be checked in advance and an additional charge may be applicable.

NB: Occasionally, Harlington Methodist Church religious activities (eg Funerals and weddings) will conflict with bookings. Such changes will be avoided whenever possible. However, HMC reserve the right to cancel specific bookings as a last resort but will cooperate with users in finding an alternative arrangement

I apply to use the premises indicated above, for the purpose stated, and confirm that I have read and accept the Terms and Conditions relating to the use of the premises and Safeguarding Children.

Print Name.....

Signature Date

Send to Trevor Caveney, Bookings Officer, 4 Goswell End Road, Harlington, LU5 6NZ
Tel 01525 754527 Email hmc.bookings@ntlworld.com

Confirmation of booking (to be completed by the Bookings Officer)

I confirm on behalf of Harlington Methodist Church that this booking, as indicated above, is accepted and will be held for a period of 7 DAYS or until receipt of the deposit. If booking is in less than 7 days, then full payment is due.

A deposit of £..... is due NOW and final payment is due no later than

A cash deposit of £50 against damage, cleanliness or breakages will also be due on the day of hire. This will be returned after inspection, usually within 2 – 3 days.

Signed Date