**St John’s URC Hall Booking Form**

*Please complete this form after having read the terms and conditions*

|  |  |
| --- | --- |
| Hirer’s full  name |  |
| Postal address |  |
| Email address |  |
| Mobile phone number |  |
| Date of event (if one off)  **If you require a regular time slot/day please state the details.** |  |
| Reason for hire |  |
| Please state **which rooms** you wish to use and the **times** for each.  **You must state the arrival and the departure times for which you wish to use the rooms.**  **N.B. any of the church rooms can be booked for the same event for the same or different times, with a separate charge for each room. We need to know specific rooms and times in case we hire out the ‘spare’ time to other Hirers. See Terms and Conditions for the premises costs per room.** | **Large hall**  **Small hall**  **Chapel**  **Church** |
| *If you wish to sell alcohol you must apply for a licence from Warrington Borough Council.*  We expect you to be aware of the requirements for a Temporary Events Notice, and it is your responsibility to know this and arrange.  The link is   <https://www.gov.uk/temporary-events-notice> | **Do you wish to sell alcohol?**  **NB The Church elders do allow you to bring your own alcohol with their permission in advance, but not to sell it unless you have the licence as given above.** |
| Any special requirements? If you are not sure, then please speak to the Church Lettings Officer. | |

**I, the Hirer, have read the Terms and Conditions of Hire governing the use of St John’s premises and undertake to see that they are strictly observed. These include the costs of hiring the premises.**

**Payment methods for regular bookings:**

* Nat West Bank sort code 60-20-29 account 50241265. St John’s United Reformed Church

**Bank transfer MUST indicate clearly the name of group booking hall.**

* **Cheque** made payable to St John’s United Reformed Church

**Payment methods for one off events and parties:**

1. **Cash** – **this is the** **preferred method payable** **for one off events**, **to be given on the day of the event, to the person who opens up for you.**

This form should be returned to **the Church Lettings Officer by email to stjohnspropertyofficer@gmail.com**

Signature of Hirer (can be e-signed)…………………………………………………….…………Date………………………

Under the **Data Protection Regulations** we are required to state that by signing this form below you are confirming that you are consenting to St John’s URC holding and processing your personal data for the sole purpose of Hall bookings. **We will not share your details with anyone else**.

(Please tick the boxes where you grant consent):-

**I consent to the church: -** contacting me by 🞏 post 🞏 phone 🞏 email;

Please tick below those which you are happy to be kept on file for a limited time only: -

🞏 Name

🞏 Address

🞏 Mobile Phone Number

🞏 Home Telephone Number

🞏 Email address

We will retain this form as evidence of your agreement to the processing of the data as per the Data Retention Policy.

I ……………………………………………….(full name) consent to the processing of my personal data in accordance with the details above.\* (can be e-signed)

SIGNATURE……………………………….……………………………………… DATE……………………………………………

**FOR COMPLETION BY LETTINGS OFFICER ONLY**

|  |  |
| --- | --- |
| BOOKING CONFIRMED |  |
| TOTAL AMOUNT OF BILL DUE |  |