

St Lawrence Church Hall

Commercial Bookings Form

All hires are subject to the Conditions & Regulations of Hiring, which can be found in the attached document.

To make a one-off booking, please print, complete, and return this form by email or post. You should check availability by contacting our administrator before completing the form. Your booking will not be confirmed until payment has been made in full. In the event of cancellation, the Parish Administrator should be notified as soon as possible, and at least TWO WEEKS in advance; otherwise, an administration fee of 50% may be forfeited

Please note that bouncy castles are not allowed inside the hall.

Parish Administrator: Craig Chitty, email: Hall@ELBChurch.org.uk

Payments should be made via bank transfer to:

Effingham with Little Bookham PCC

HSBC Bank

Account: 83991873

Sort Code: 40-22-26

The bank transfer reference should be your surname, followed by the date for which you are booking the hall.

Name:

Email:

Address:

Telephone:

Hall hire Rates	
1 hour	£30
2 hours	£50
3 hours	£75
4 hours	£95
5 hours	£115
6 hours	£135
7 hours	£150
8 hours	£165
Day Rate 7.30am to 10.30pm	£225

Bank Details: Bank: (only required if deposit requested)

Sort code: Acc no:

Intended event: Date of hire:

Time of hire from: Until: (Please include your setup and clear down time)

Signature of applicant: Date:

General Conditions and Regulations of hire are read and understood ☐

Access details will be shared during the week prior to your event to protect the security of our hall