

BOOKING FORM FOR THE HIRE OF THE JUBILEE ROOM

Name of Hirer (block capitals please)

Organisation.....

Purpose of use of Room.....

Address.....

.....

..... Post Code

Tel: e-mail: Fax:

FEES

Jubilee Room charges are £15 per hour (10% discount will be offered to regular hirers)

Fees are payable weekly in advance via Cheque or BACS

Shamley Green PCC

Account Number: 61985171

Sort Code: 60-06-19

Reference: Hire Jubilee Room

Please indicate your preferences below.

Number of Hours	Start Date	End Date	Start time

If you require use of the Church (e.g. Quiet Day), a contribution of £45 towards the cost of the heating (Autumn to Spring) is requested. If the payment of these fees proves to be difficult, please speak to the Letting Secretary.

YES NO

Booking Fee, sent with the Booking Form £15.00 Date paid: / /20
(included in the charge for the room; non-returnable)

Security Deposit, at least 10 days in advance £200.00 Date paid: / /20
(returnable, on a separate cheque)

Balance of Hire, at least 10 days in advance £ Date paid: / /20

Please return this Booking Form and your cheque(s) to the Lettings Secretary:
Miss Clare Stevens, 32, Nursery Hill, Shamley Green, Surrey. GU5 0UN. Tel. (01483) 893211
Or email Lettingsec@hotmail.co.uk. Your booking will be acknowledged by email.

DECLARATION

I,, the Hirer, have read the accompanying *Conditions of Hire about the Jubilee Room*, and I agree to abide by them. I enclose payment for £

Signed Date //20