



Booking Form for External Hire

Name of hirer:
Organisation:
Email:
Phone:
Postal address:

Please describe the purpose of the booking:

Proposed date (include time for set-up and clear away):
Proposed time:
How many people do you expect to attend this event:

Please tick which of the following applies to your event:

- ☐ We would like to use the kitchen
- ☐ We would like to use sound/AV facilities
- ☐ We would like help with moving furniture or setting up
- ☐ Alcohol will be served at the event
- ☐ There will be under-18s at the event

Please return this form to admin@stpeterineastgate.org.uk.

Booking is not confirmed until all due processes have been completed (**Hire Agreement, Risk Assessment**). Full payment is due two weeks before the event; in the event of late cancellation by the hirer, refunds may include an admin fee as detailed in the Hire Agreement.

Fees
Reduced fees for charitable organisations: £25 per hour.
Full fees for other organisations/individuals: £50 per hour.

For more information and a floor plan of the church, see **Guidance on the Use of the Church Building** or **St Peter in Eastgate Church External Hire Policy**.