

BOOKING APPLICATION FORM

Please complete the application form below as fully as possible and send it to **Jacqui Roberts, Hall Bookings Administrator, Christ Church Orpington, Charterhouse Road, Orpington, Kent, BR6 9EP**, together with a **£10 down payment**. On receipt of your application form, if the booking can be taken, an invoice will be sent to confirm the booking and set out the hire charges. (Direct payment into our account at CAF bank Ltd is preferred (Sort code 40-52-40, Account no. 00018348) or by cheque payable to 'Christ Church PCC Orpington'.)

Contact Details (used only in connection with your booking)

Name

Organisation

Address

Telephone

Email

Booking Details

Requested date(s)

Times* Entry Exit
*please include sufficient time for preparation and clearing away. The premises will be opened and locked for you at these times.

Purpose of hire Party Wedding Baptism Funeral Meeting/Seminar
 Other (please specify)

Facilities required Entire Hall Large Hall Small Hall Lower ground small room
 Lounge/Café Kitchen (servery) Kitchen (full use)*
*full use of kitchen will only be granted where professional catering qualifications are held
 Kitchen (servery + microwave)
 Catering by Christ Church required

Licence Conditions

Request permission for live/recorded music or other form of performance or entertainment (please specify)
.....
 Request permission for alcohol to be provided without charge^{\$}
^{\$}alcohol may not be sold on the premises

Child Protection Policy

Children under the age of 18 will be supervised by adults other than parents

Additional Facilities or Requests

(please specify)

Please sign to indicate that you have read and agree to the Terms and Conditions set out in the Hire Brochure:

Signature Date