

# ST JOHN'S CHURCH HALL BOOKING FORM



Name	
Address	
Postcode	
Phone	
E-mail	

Purpose of hire		
Date hall required		
<b>Booking time must include sufficient time for you to set up and clear away.</b>		
Time hall required	Start time of event:	End time of event:
	Start time to set up:	End time to clear away:
		Total time for booking:

Hire includes the use of the main hall along with the stage (children must be supervised at all times as the church cannot be responsible for any accidents during your booking time), ladies/gents and disabled toilets and fully fitted kitchen.

In addition there are tables, chairs, crockery (cups, saucers, plates, etc.), cutlery, water boiler and fridge space with small freezer compartment. Please note that you will need to provide all food and drink and must take away all unused items and rubbish.

A small additional room - the Ashton Room - can be booked in addition to the main hall. Please note that this room does have steps to access it. Please speak to the hall booking secretary if you wish to consider hiring this.

Please note that by signing this form you agree to abide by the conditions of hire for the Hall and its facilities and to replace any items broken or damaged during the time of the hire. You are reminded that children are not allowed in the kitchen or on the stage except for supervised activities and that excessive noise or loud music may result in the event being closed and future use of the hall jeopardised.

Signature		Date	
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I confirm that alcohol will/will not be consumed during the booking time.

Where alcohol is to be consumed on the Hall premises during the hire period a refundable deposit of £50 will be held by the Hall Booking Secretary and returned after the premises have been inspected and there is no compensation for damage to be deducted.

You are required to pay a **£5 non-refundable deposit**, cheques should be made payable to: **St John the Baptist PCC** and sent with the booking form to:  
**Mrs E Straw, Bookings Secretary, 36 Long Leys Road, Lincoln, LN1 1DP**

<b>BOOKING TARIFF 2 hour minimum booking. Prices from January 2019 are:</b>	
HALL (daytime before 1800)	£14 per hour
HALL (Sunday to Friday after 1800)	£15 per hour
HALL (Saturday evening)	£25 per hour
ASHTON ROOM (In addition to main hall)	£9 per hour
Prices are reviewed annually and current prices can be found at: <a href="http://www.stjohnthebaptistparishchurch.org.uk/sjhall/bookings">www.stjohnthebaptistparishchurch.org.uk/sjhall/bookings</a>	