# ST ANDREW’S PCC – HIRE OF PREMISES Form 2016

Name of Hiring Organisation ..................................................... Date of Request ................................

Name of Contact .......................................................................... Position .............................................

Address ......................................................................................... Post Code .........................................

Telephone (Day) Evening .................................. Mobile ......................... email .....................................

Purpose of Hire ...........................................................................................................................................

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Facility | **Rate** | **Rate** | Date | **Time** | **Cost** | **Comment** |
| Church  **With Heating** | £25 per hour  **extra £55 per event** |  |  |  |  |  |
| Hall  **With Heating** | £20 per half day  **£30 per half day** | £40 all day  **£60 all day** |  |  |  |  |
| St Catherine’s Hall  **With Heating** | £15 per half day  **£23 per half day** | £30 all day  **£46 all day** |  |  |  |  |
| Club Room  **With Heating** | £10 per half day  **£18 per half day** | £20 all day  **£36 all day** |  |  |  |  |
|  |  |  |  |  | **Total Cost** |  |

**Please note that Heating is usually on between October and end March at our decretion**

|  |
| --- |
| **Church Contacts: Tel No:** |
| **Brian Elliott 01249 463230 Church Warden**  **Sue Hollands 01249 655947 Bookings Secretary (Weds AM)**  **Please note we do not have a resident caretaker** |

***I have read and accept the Conditions of Hire --------------------------------------------***

***I have read and accept and Health and Safety regulations---------------------------***

Signed ................................................... Print Name ..................................Date........................

**One copy to be retained by the hirer**

**One copy to be signed and returned to confirm the booking to:**

**The Bookings Officer, St. Andrew’s Church Office, Market Place, Chippenham, SN15 3HT 01249 655947**

**Or: bookings@standrewschippenham.org.uk**

*Copies to: Churchwarden, Office*