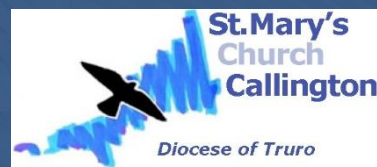


# Booking Form St Mary's Callington



Please complete this form and send it to Jo Hawthorne at [hirestmarys@callingtoncluster.org.uk](mailto:hirestmarys@callingtoncluster.org.uk) or hand it to one of the churchwardens to request a booking at St Mary's Callington. The information requested on this form is necessary to enable us to host your event. It is considered confidential and will accompany the host on the day of your event.

1. Organisation:

2. Contact Name:    
First Name Last Name

3. Contact Details:    
Mobile Number Email Address

4. Description of Event:

Please note: Only activities appropriate to a Christian Church setting can take place in the building; please describe your event fully so that the church can decide whether to accept the booking

5. Date of Event:

6. Event Time:    
Start Finish

7. Time Required:    
From To

Please ensure you allow enough time for event setup, rehearsal, clearing and any other additional time requirements so that our hosts can arrange to be there to open and close the church at the appropriate times

8. Facilities Required:

- Kitchen  Crockery  Music  
 Glasses  Technology  Other

9. Further Details:

Please provide any further details of the technology or any other facilities required so that we can ensure the best person is allocated to host your event. Please also provide any additional comments, information or questions that may assist us in hosting your event

I consent for my data to be processed by the booking and events team at St Mary's Callington and to be retained and shared only for the purposes of facilitating this and future bookings  Yes  No

I confirm that I have read and agree to abide by the Hiring Guidelines detailed on the reverse of this form and the Hiring Policy for the use of St Mary's Church (attached or available at <http://callingtoncluster.org.uk/>)  Yes  No

10. Signature:  Date of Signature:     
DD MM YY

A copy of this form, countersigned by a church representative, will be returned to you as confirmation of your booking along with contact information for your host.

# Confirmation of Booking St Mary's Callington



Event:

Date of Event:

Booking Time:  From  To

Booking Confirmed By:

Signature:  Date of Signature:

DD MM YY

If you wish to cancel a confirmed booking, please let us know at [hirestmarys@callingtoncluster.org.uk](mailto:hirestmarys@callingtoncluster.org.uk) as soon as possible so that we can make sure the church is available for others.

## Hiring Guidelines for St.Mary's Church

We try to make our building available for appropriate public events when requested. Please bear in mind that it is a lively and active working church with regular weekly use throughout the day so it may not always be available.

Some points to note:

1. Alcohol may not be sold or offered for a donation on the premises as this contravenes the Licencing Laws. If you wish to sell or ask for donations for alcohol you must apply to the Local Authority. This takes about 10 days.
2. If you wish to advertise your event in the grounds of the church or on the boundary railings you must first speak to the hiring administrator.
3. We do not charge a hiring fee for the use of the building but we do accept donations.
4. Please read the 'Hiring Guidelines for St Mary's Church that accompanies this policy.

All enquiries, questions and amendments up until the day of your event should be directed to Jo Hawthorne at [hirestmarys@callingtoncluster.org.uk](mailto:hirestmarys@callingtoncluster.org.uk).

Thank you for your cooperation and we look forward to hosting you at St Mary's Callington.