

Chyngton Methodist Church – Millberg Rd – Seaford BN25 3ST

Application to Hire Church Hall

Please complete & sign both forms, keep 1 copy for your own records and return 1 copy to  
Mr. Andrew Feasey Booking Steward c/o Chyngton Methodist Church Millberg Rd BN25 3ST

Read & retain enclosed Terms and Conditions of Hire.

Booking confirmation will be made by telephone once application & deposit received.

*The Hall is usually only available on Saturdays or during school holidays.*

NAME OF APPLICANT (Organisation or individual) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

TELEPHONE \_\_\_\_\_ MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**DATE & TIME OF USE:**

DATE: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PURPOSE OF HIRE: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

Booking includes the use of Hall & Kitchen. Using the Garden: YES / NO (circle one)

**PAYMENTS**

The cost of the hire will be **£45.00**

A deposit of **£10** will be required at time of Booking. Cheques made payable to “**Chyngton Methodist Church**”

Balance of **£35** to be paid 2-3 days before the hire. We will verbally arrange a time with you regarding collection & returning of keys.

**TERMS & CONDITIONS**

Full terms & conditions are attached. By your signature on this form to hire the Church hall you are deemed to have accepted all of the Terms & conditions of hire set out herein on behalf of yourself and / or your organisation.

A member of the Church will give you an induction of the building for fire safety reasons before your hire commences.

HIRER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Payment Received \_\_\_\_\_ Date \_\_\_\_\_