

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:

DATES: _____ 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 **£50.00**

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

Balance of **£40** to be paid 2-3 days before the hire. We will verbally arrange a time with you regarding collection & returning of keys. Monies can be paid direct into Church bank if preferred. Sort code 40-40-25. Ac no 41012266 (HSBC)

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 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 _____