

The Parish Church of St John the Baptist, Glastonbury

Application for the hire of accommodation

BOOKING FORM

Organisation			
Contact Name			
Address			
			Post Code
Phone No:		e-mail	

Accommodation:	Date/s (continue overleaf if required)	Booked Period - Includes set up & clear		
		Start Time	End Time	Fee
Main Hall, Centre				
Upper Room Centre				
Church with Vestry				
Church only				
Vestry only				

Total Hiring Fee: Payable in advance	£
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**Cheques to be made payable to: "St John's PCC" and sent to:
The Booking Officer, Mrs K Wych, 2 Wyrral Close, Glastonbury, BA6 8AT**

HIRING CONDITIONS:

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| 1 | Lessees are responsible for their own security arrangements. St. John's PCC cannot be held responsible for any loss or damage to property sustained by any member of the public whilst on its premises |
| 2 | The maximum number of persons permitted in the main hall of St John's Centre is 60 |
| 3 | No smoking is permitted in any of the PCC's premises |
| 4 | No Candles, lamps or naked flames are permitted in any of the PCC's premises without specific written permission having been given in advance |
| 5 | Use of the Kitchen facilities only with specific booking and authority. Must bring/use your own tea-towels |
| 6 | Unless the Event is TOTALLY WITHOUT CHARGE, the serving of alcohol will require a Temporary Events License to be aquired from the Licensing authority costing £21.00 |
| 7 | Accommodation must be left in a clean and tidy condition with all lights turned off, windows and doors locked. |
| 8 | I will be responsible for making good any damage that may be sustained during the period of use |
| 9 | I and my organisation, will abide by all the conditions above |

Signed:		Date:	
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N.B. Bookings and Fee receipt will be confirmed by e-mail