



CHURCH HIRE BOOKING REQUEST FORM

Please complete this form and send it to bookings@theshorecommunity.church
We will contact you as soon as possible.

Name of Licensor	BOGNOR REGIS BAPTIST CHURCH
Name of Licensee ("the Hirer") (Please provide organisation name if applicable)	
Date(s) and times for the Hire	
Purpose of Hire ("the Permitted Use")	
<p>Room (s) required</p> <p>(Please select the required rooms with a ✓. The Room(s) selected will be referred to as the "Premises" in the Hire Agreement)</p> <p>Please Note: Current fees for hiring the church premises are £20 (£32 for the main church) per hour for each room of the church used between Monday to Friday. This increases to £25 (£35 for the main Church) on Saturdays. Reception/Block hires are £500 per event.</p> <p>This rate may be discounted for church members at the discretion of the Trustees.</p> <p>An additional fee will be charged if caretaking duties are required. The scope of such duties will be agreed in writing.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Main Church Hall <input type="checkbox"/> Main Church Hall + Café lounge <input type="checkbox"/> Café lounge <input type="checkbox"/> Shore Studio <input type="checkbox"/> Shore Sky Lounge <input type="checkbox"/> Reception/Block Hire <input type="checkbox"/> Upstairs front room <input type="checkbox"/> Upstairs back room

How did you hear about us?	<input type="checkbox"/> Our website <input type="checkbox"/> Word of mouth <input type="checkbox"/> Google search <input type="checkbox"/> HallsHire.com advert <input type="checkbox"/> Posters/leaflets <input type="checkbox"/> Church connections <input type="checkbox"/> Social Media <input type="checkbox"/> Other, please state:
Hirer's Contact Address	
Hirer's Contact telephone number	
Hirer's Contact email address	
Is the Car Park to be used? (the Car park may not be used without prior written permission)	yes
Is a Bouncy Castle to be used? If so, please provide the appointed person's name (Please refer to clause 5 of the Hire Agreement)	N/A
Please list any other equipment that you intend to bring, excluding personal belongings. These items will require approval from the Church administrator. (Please refer to clauses 4P and 4W for further information).	
Charge for use of specific plates and cutlery (£5.00 per hour) NB: the Shore Cafe plates and cutlery may not be used.	£ N/A
Charge for tablecloth hire (£20 per booking)	£
Cleaning fee (if required) - £15/hour	

P.A. System set up - £30 per event	
Total Hiring Fee	

Declaration

The Hirer confirms that they are at least 21 years old (if an individual) and that the information provided within the Church Hire Booking Form is accurate. The Hirer agrees to observe and perform the obligations contained within the Hire Agreement together with any Special Conditions.

Signed: Date: