



The anglican and methodist church of  
**Saint Andrew**  
**Paddock Wood**

Maidstone Road, Paddock Wood, Tonbridge, Kent TN12 6DZ  
 Phone: 01892 837617 Email: [bookings@standrewspw.org.uk](mailto:bookings@standrewspw.org.uk)

## Booking Form for the Hire of St. Andrew's Church Halls

|  |  |
|--|--|
| <b>Applicant name</b>                          |  |
| <b>Address</b>                                 |  |
|  |  |
| <b>Tel. no: / Mobile no.:</b>                  |  |
| <b>email:</b>                                  |  |
| <b>Charity or organisation (if applicable)</b> |  |

|   |   |
|---|---|
| <b>Hall / Room (s) required</b>   |   |
| <b>Purpose of hire</b>  |   |
| <b>Expected number attending</b>  |   |
| <b>Use of foyer or kitchen required?</b>                                      |   |
| <b>Do you require access to the WiFi network?</b>                             | <b>Yes / No</b> There is a separate form for this – please ask the Operations Manager   |
| <b>Is there likely to be alcohol at the event?</b>                            | <b>Yes / No</b> There is a separate form for this – please ask the Operations Manager   |
| <b>Day, date and times to be booked (including set up and pack away time)</b> | <b>Day and date:</b>  |
|   | <b>Time from:</b> <b>to:</b>  |
| <b>Foyer Display screen</b>   | Your event will be displayed on the screen in the foyer with the booked start and finish times. If you require shorter times displayed, please state.<br><b>Time from:</b> <b>to:</b> |

A deposit of £50 is required (cheques made payable to St. Andrew's Church)

**Please read reverse.**

The information on this form will be used for the purposes of this activity only. The information given may be stored on a St Andrew's Church computer and may be made available to church employees as well as the leaders of applicable activities for the purposes of fulfilling this activity only.

**I wish to hire the Hall(s)/ Room and I have read and agree to be bound by all the conditions of use in Bookings Information and Terms & Conditions booklet.**

We wish to clarify that the church insurance will not cover your activity for incidents where the church or church members are not liable.

**Signed:.....Date:.....**

You may also opt-in to have your details added to our communications database called ChurchSuite. Should you wish to register, ChurchSuite will help us to keep you informed of all St. Andrew's church activities and events:

**I hereby give consent for my personal information to be added to the St Andrew, Paddock Wood's church management software, ChurchSuite. I agree to this information being kept securely by St Andrew's church.**

**Signed:.....Date:.....**

**Our Data Privacy Notice can be viewed on the noticeboard in the Foyer or on our website, [www.standrewspw.org.uk](http://www.standrewspw.org.uk)**