

## 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

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

Applicant name		
Address		
Tel. no: / Mobile no.:		
email:		
Charity or organisation (if applicable)		
Hall / Room (s) required		
Purpose of hire		
Expected number attending		
Use of foyer or kitchen required?		
Do you require access to the WiFi network?	<b>Yes / No</b> There is a separate form for this – please ask the Operations Manager	
Is there likely to be alcohol at the event?	<b>Yes / No</b> There is a separate form for this – please ask the Operations Manager	
Do you intend to use your own radio / wireless mic or other transmitting equipment?	Yes / No	
If Yes, does the equipment comply with all legal requirements?	Yes / No See the Bookings Information and Terms & Conditions booklet for more information.	
Day, date and times to be booked (including	Day and date:	
set up and pack away time)	Time from: to:	
Foyer Display screen	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.  Time from:  to:	

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 ChurchSuite. Should you wish to register, Chall St. Andrew's church activities and events:	
I hereby give consent for my personal info Paddock Wood's church management sof information being kept securely by St And	tware, ChurchSuite. I agree to this
Signed:	Date:

Our Data Privacy Notice can be viewed on the noticeboard in the Foyer or on our website, <a href="www.standrewspw.org.uk">www.standrewspw.org.uk</a>