ROOM HIRE – Dale Street Church Centre

C/o Andrew Emm, 79 Kelvin Road, Leamington Spa, CV32 7TG
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BOOKING FORM for Hire of Premises by Occasional Users

1. **Date of Hire**. . . . . .

2. Times: Enter building . . . . . Main activity starts* . . . . . .
Main activity ends* . . . . . Leave building . . . . . .
** Helpful to judge peak parking needs, heating requirements etc*

3. **Name of Organisation**. . . . . .

4. Name of Representative. . . . . .

5. Position in Organisation. . . . . .

6. Address. . . . . .
. . . . . .
. . . . . .
. . . . . Postcode . . . . . .

Telephone No. . . . . Alternative No . . . . . .
e-mail . . . . . .

7. Nature of event activity . . . . . .

8. Premises and Sessions Required

Room	Size	Morning 0900-1300	Afternoon 1300-1800	Evening 1800-2200	No. of Sessions	£ Rate / session	Charge (£)
Hall & Lounge	Seats 150 plus stage					45.00	
Community Room	Informal – 100					40.00	
Community & Church	200 to 300					60.00	
Parlour	20					20.00	
Eborn Nth	24 upstairs					20.00	
Eborn Sth	24 upstairs					20.00	
Kitchen						15.00	
Total	---	---	---	---	---	-------	

9. Likely number of people at event and any other relevant Information:

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Declaration: I have read and agree to abide by the terms and conditions of hire.

Signature . . . . . Date. . . . . .