

ST. LUKE'S CHURCH, BUCKFASTLEIGH

Plymouth Road, Buckfastleigh, TQ11 0DE

BOOKING FORM for SINGLE HIRE SESSION

Name On behalf of

Address

Tel No (day) (evening)

I/We accept the attached terms and conditions (signed)

Date

PLEASE MAKE CHEQUES PAYABLE TO 'BUCKFASTLEIGH PCC (BOOKINGS)'

DATE(S):		DAY(S):	
PURPOSE:			
ROOMS REQUIRED:		TIMES INCLUDING SET-UP AND CLEAR-UP:	
		From:	To:
Hall incl. kitchen (max. nos. 120)			
Church (max. nos. 250)			
Lounge incl. tea bar (max. nos. 50)			
Vestry Chapel (max. nos. 30)			
Special requirements (please tick): <u>Church:</u>			
OHP & Screen (1 only available in <u>whole</u> building)		<input type="checkbox"/>	
Stand Mike <input type="checkbox"/>	Roving Mike <input type="checkbox"/>	Lapel Mike <input type="checkbox"/>	
<u>Hall or Lounge:</u>			
OHP & Screen (1 only available in <u>whole</u> building)		<input type="checkbox"/>	
Chairs <input type="checkbox"/> How Many?	Trestle tables (5 available) <input type="checkbox"/>	How Many?	

Scale of Fees from 1st April 2010 (payable in advance please):

Church including Lounge and Vestry : £22 per hour or part

Lounge only (use of tea bar) : £10 per hour or part

Vestry Chapel only : £10 per hour or part

Hall (use of kitchen) : £10 per hour or part

NB: Regular, weekly or monthly, hiring of either the lounge or the hall can be arranged at the special rate of £6 per hour.

Please note: Catering arrangements are the hirer's responsibility

Please return *Booking Form* and *payment* to:

Mrs. Val Simpson, 110, Plymouth Road, Buckfastleigh, Devon, TQ11 0DB

CONTACT: Tel: 01364 642629 (or www.stlukes.buckfastleigh.org for general church information)