



United Church of Egham

a local union of the Methodist and the United Reformed Church
part of the Staines & Feltham Methodist Circuit (Charity Registration No: 1135633)



High Street, Egham Surrey, TW20 9EX

BOOKING FORM FOR HIRING CHURCH PREMISES

Please complete and return this form to our Bookings Coordinator via

e-mail: admin@united-church-of-egham.org.uk

post: United Church of Egham – Pastoral Centre, Runnemedede Road, Egham, TW20 9DQ

HIRE TYPE: *(please put X against appropriate)*

PERSONAL HIRE <i>(Commercial Rate)</i>	<input type="checkbox"/>	COMMERCIAL HIRE <i>(Commercial Rate)</i>	<input type="checkbox"/>	COMMUNITY EVENT <i>(Community Rate)</i>	<input type="checkbox"/>
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NAME AND ADDRESS OF HIRER:

POSTCODE:		TELEPHONE NO:	
E-MAIL:			

WHICH PART OF THE CHURCH PREMISES IS REQUIRED FOR HIRE? *(please put X against appropriate building)*

PASTORAL CENTRE	<input type="checkbox"/>	CHURCH	<input type="checkbox"/>
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REASON FOR HIRE*: _____ e.g. Meeting, Concert, Wedding, etc.

*If commercial, please give details of organisation & complete the Indemnity Form (FORM 3) from website (print & email/post to us).

DATE(S) AND TIMES REQUIRED FOR HIRE (if more dates required, please include in your email request)

DATE(S):	TIME FROM:	TIME TO:	DATE(S):	TIME FROM:	TIME TO:

PAYMENT: Please send your payment via bank transfer to the “United Church of Egham”
CAF Bank Sort Code: **40-52-40** Account No: **00032238**.

I/We have read and understood the terms and conditions (FORM 2) and accept full responsibility for ensuring that they are observed.	SIGNATURE:
NAME (PRINTED):	DATE:
Additional Notes / Comments	