

ASCENSION WESTDENE

Single Booking Hire Agreement Form

Room required: Main Church Space/ Hall (Malcolm Young Room)/ Small Lounge

**Please indicate which room you require.*

Purpose.....

Date.....Approximate number attending.....

Start time.....Finish.....

(To include any setting up and clearing away time).

I enclose a cheque for £..... payable to ALL SAINTS PATCHAM PCC.

Alternatively you can pay by Direct Bank transfer:

sort code: 08-92-99 (Co-Operative Bank), account number: 65406759, account name: Ascension Church Westdene. *Please use the reference 2115HALLS*

Provisional bookings can be kept for up to two weeks and will be confirmed by text or email once the agreement form and payment is received.

A keysafe is located at our premises. The Halls Booking Coordinator will contact you at least a week before your event to advise you of the code. Alternatively you can telephone or email for this using the contact details below.

In order that we can contact you about your booking we need the following information from you (this information will not be used without your consent for any purpose other than in connection with this booking);

Name.....

Address.....

Telephone or Mobile no.

Email address

We require your signature to confirm this booking and by signing it you acknowledge you have read the attached Terms and Conditions of Hire and accept responsibility for ensuring that these are met.

Signed.....

Date.....

Please tick the box if you would like to be informed by email about events associated with All Saints Church and/ or the Ascension

Please return this form to :

Olive Ridge
Ascension Halls Booking Coordinator
Ascension Church, Mill Rise, Westdene, BN1 5GS

Mobile No : 07842 635965
Email: hallbooking.ascensionbrighton@gmail.com

Please contact the Halls Booking Coordinator if you require a printed version of this form.