

THE ASCENSION WESTDENE
Regular Booking Hire Agreement Form

Purpose of activity :

Hirer :

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

**Please indicate which room you require.*

SESSION DAYS AND TIMES

DAY.....

START TIME.....FINISH.....

**Please include setting up and clearing away time.*

Agreed fee per session £.....(subject to annual review by the Parochial Church Council).

Payments should be made, preferably by direct bank transfer, to

sort code: 08-92-99 (Co-operative Bank), account number: 65406759,

account name: Ascension Church Westdene. *Please use the reference 2115HALLS*

or by cheque payable to **All Saints Patcham PCC**, and please write 2115HALLS on the back of the cheque.

Contact details:

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 the hire of our premises).

Name.....

Address.....

Telephone or Mobile no.....

Email address

We require your signature to confirm this regular 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.