The Parish Church of St Mary

61 St James’s Street, Brighton, BN2 1PR

*Church Hire Booking Form*

|  |
| --- |
| Please complete this form and return to: **Katherine Prior, 103 Kingsway Court, Queens Gardens, Hove, BN3 2LR.** Alternatively, you may use a scanned signature and email the form to: **katherine.prior@talktalk.net** |

Event Promoter/Organiser

Address

Contact name & telephone number

E-mail address

***Event Details***

Day & date

Hours from: to

*(Please include setting up and rehearsal time and packing up time afterwards)*

***Rehearsals*** *(if on different day/s to the main event)*

Day & date

Hours from: to

*(Please include setting up and packing up time)*

***Expected audience numbers***

 50 100 200 300 375(requires use of stackable chairs)

***Facilities required***

 church organ pianoPA System(announcement quality only)

changing room church-run bar tea/coffee facilities

seating for choir or orchestra. If yes, please state number of chairs needed.

Please note that St Mary’s Church cannot be held responsible for the loss of any belongings or equipment brought into the church during the hire period.

On receipt of this booking form, we will issue you with an advance invoice. We require a 50% deposit on receipt of the invoice, which is refundable if the event is cancelled not less than two weeks in advance. The balance of the invoice must be settled within 14 days of the event.

I have read the conditions relating to booking St Mary’s Church and agree to abide by them.

Name (print) Signed

On behalf of