

# One Off Booking Form

## The King's Centre

### Contact details

Name: .....

Address: .....

.....

Postcode: .....

Telephone Number: .....

Mobile: .....

E-mail address: .....

### Organisation Details

Organisation name .....

Type of Organisation (please select)

Community Group    Private Individual    Commercial Group    Funded organisation

### Function details

Purpose of hire .....

Number of People Expected .....

### Time and date required

Date of booking .....

Time of booking .....

### Rooms Required (please select)

Large rear hall with side rooms opened

Rear hall without side rooms

Both side rooms only

One side room only Small meeting room

Use of kitchen for catering

### Equipment Required

Tables Quantity .....

Chairs Quantity .....

Other equipment .....

### Cost

Total cost .....

Please make cheques payable to 'The King's Church, Addlestone'.



## Keyholder

Should you have any problems entering the building, or in an emergency, please contact Richard Fox on 07956431768.

## Declaration

I wish to book The king's Centre as outlined above. I have received and read a copy of the Conditions of Hire and the guidance notes and agree to adhere to them. I understand that additional charges may be levied if I fail to do so.

I undertake to send payment for any relevant invoiced fee as specified above.

Signed..... Date .....

A deposit of £50 per booking is required. This will be returned to the hirer in full unless a cleaning or breakage charge needs to be applied in which case the said charge will deducted from the deposit.