

Toll Gavel United Church Booking Form

Group/ Organisation Name.....

Contact Name.....

Address.....

Tel..... Email.....

Date(s) Required.....

Start Time (including setting up time).....

Finish Time (including cleaning up time).....

Room(s) Required.....

Care taker Assistance YES / NO Number of Hours..... This will be charged at £10 per hour for setting up for concerts or clearing away etc.

Is access for the disabled required YES / NO please note the Spencer and Wesley rooms are on the first floor

Numbers Expected.....

Will refreshments be served by your group? YES / NO

Is the room required to be set up in a particular way? If so please specify:

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Is any equipment required or are you supplying your own? We can offer a screen and OHP.

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Fee Agreed £.....

I have read, understood and agree to the policies and booking terms and conditions of Toll Gavel United Church.

Signed.....

Date.....

Please return the completed form to Rachel Hourihan, 47 Bramble Hill, Beverley, HU17 8UZ. Telephone 01482 862956

Email rachfinn@hotmail.com

Please leave the room and other facilities used clean and tidy with furniture put away

Smoking and Alcohol are not allowed on the Church Premises