

## Toll Gavel United Church – Booking Form

Group/Organisation name.....

Contact Name.....

Address.....

Tel. No.....

Email.....

Days and dates of sessions.....

Church, Hall or Rooms required.....

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

Finish time (including your clearing up time).....

Number expected..... Is access for disabled required YES / NO  
(Spencer and Wesley rooms are on the first floor)

What activity will be carried out on the premises.....

Will refreshment be served by your group YES / NO If YES please state what facilities you require.....

What drinks, food etc. will be served.....

What use of furniture and equipment is required.....

What mains portable mains electric equipment will be used.....  
(All equipment used must have a valid PAT test certificate)

Has your organisation insurance cover YES / NO Insurance Company.....  
(We may require sight of your insurance continuance note or letter)

**Fee Agreed £.....**

**I have read, understood and agree to the policies, booking terms and conditions as set out in Toll Gavel United Church 'Room Charges & Information'.**

**Signed..... Date.....**  
(on behalf of the hiring group)

Please return this booking form to: Administration Dept, Toll Gavel United Church, Toll Gavel, Beverley, HU17 9AA