

Personal Details

Name of hirer and contact details:

Name	
Organisation	
Email	
Telephone	
Address	

About Your Booking

Date of requested booking (dd/mm/yyyy)	
Building to be vacant from (time)	
Building to be vacated by	
Total hours requested	

The church will be used for (brief description of event):

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The following will be required:

Use of organ (£50)	
Use of piano (£20)	
Use of Sound System / PA	
Use of kitchen facilities including crocery / cutlery. (NB: you will need to supply your own tea, coffee, milk and sugar)	

I confirm that, if there are children attending my event, I have read and my organisation will comply with the St Leonard's Safeguarding Policy

Signed:

Please return completed form to office@stleonard-streatham.org.uk

We will contact you shortly to let you know if we can accommodate your event, and to arrange for your deposit equivalent to 25% of the total booking fee to be sent to us so that we can confirm your booking.

Thank you,
St. Leonard's Church

To be filled out by the Office:

Deposit of £ paid

Date booking agreed: