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| --- | --- | --- | --- | --- | --- |
| **BOOKING INQUIRY** **Date:** | | | | | |
| **Name of Organisation/Individual Provider1** | | | | | |
| **Contact Details**  Name  Tel  email | | | | | |
| **Date(s) and Time(s) Required2** | | | | | |
| **Time of3** | Arrival | | Departure | | |
| **Accommodation Required** (tick or highlight as appropriate) | | | | | |
| St John’s Hall | | Megaw Room | | Rosetta Hall | |
| Office4 | | Cairns Room | | Mezzanine5 | |
| Foyer5 | | Kitchen5 | |  | |
| Heating Required | | Yes | | No | |
| **Nature of Use/Proposed Activities**  **(If this form is being submitted online please tick or highlight the box – equivalent to signing)** | | | | | |
| I confirm I have read and agree to uphold the policy on ‘Acceptable Use of Church Facilities’.  **Signature** .................................................. | | | | |  |
| **Notes** | | | | | |
| 1. Please read the ‘not-for-profit’ criterion in the INTRODUCTION section on the website. | | | | | |
| 2. If making a general enquiry, try to be as specific as possible including time of day, preferred day(s) of the week and, where appropriate, the likely duration of any session in weeks. | | | | | |
| 3. Allow time for setting-up and clearing away – key-holders only come at the times indicated. | | | | | |
| 4. Use limited to individuals/organisations belonging to the congregation. | | | | | |
| 5. Use of these facilities is separately negotiable. | | | | | |

NB email this completed form as an attachment to [bookings@newtownbreda.org](https://d.docs.live.net/Downloads/bookings@newtownbreda.org)