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| **BOOKING INQUIRY** **Date:**  |
| **Name of Organisation/Individual Provider1** |
| **Contact Details** NameTelemail |
| **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%40newtownbreda.org)