## **Cowley Team Ministry**

## **St James Church Centre Booking Form**

Name of Hirer/Organisation:		
Address:		
Contact Number:		Email, if possible:
		Role in Organisation (if appropriate):
Date Required:		
Time of Booking	To include setting up a	and clearing up times
Approximate Numbers attending:		
Purpose for which hall is required:		
Use of Kitchen:	Yes / No	
II CO	(Tea and coffee are not provided, just the facilities for making them)	
Use of Oven:	Yes / No	
Cost:	Please note there is a ch	arge for using the oven.
Cost.		
Special Requirements:		
Please return a signed copy of the Safeguarding Statement.		
I have read, understand and accept the terms and conditions/safeguarding policy supplied and enclose the full booking fee with the signed safeguarding form together with an additional £100 RETURNABLE deposit against damage or misuse of hall (separate cheque required). NO BOOKINGS ARE CONFIRMED UNLESS THIS FORM IS RETURNED WITH PAYMENT.		
EITHER: I enclose two cheques for £ Payable to Cowley (Oxford) PCC  OR I have paid by Bank Transfer the sum of £ using LETTING JCC as the reference to Cowley (Oxford) PCC, sort code 30-12-51, a/c no 01000840.  If you wish to pay cash please state this at time of booking.		

Signed ...... Date .....

Please note Point 20 of Terms and Conditions – leaving rubbish behind results in loss of deposit.

**CHARGES** (subject to annual review):

(Charges may vary for regular users, charities and regular parish church goers)

Main Hall: £25 an hour ) Includes use of kitchen for tea/coffee,

Ranklin Room: £15 an hour ) snacks

Use of Oven: £20

Deposit: £100 (returnable – see Terms and Conditions of Service)

## PLEASE NOTE:

- The Hall is looked after by a team of volunteers, with some additional cleaning. We hope you find it a good place to use. If you find things are not working or need attention please let us know and we will take action to improve matters.
- If the times you are booking vary from those you originally mentioned, please mention this when returning the forms. If there are other bookings, an amended time may not be possible.
- If you pay by Bank Transfer and wish your deposit returned this way, please supply below the name of your account, the account number and the sort code.

Name of account:

**Account Number:** 

**Sort Code:** 

Cowley Team Ministry
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