

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 and clearing up times	
Approximate Numbers attending:		
Purpose for which hall is required:		
Use of Kitchen:	Yes / No (Tea and coffee are not provided, just the facilities for making them)	
Use of Oven:	Yes / No Please note there is a charge 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.

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

Signed Date

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
Parish Office
St James Church Centre, 13 Beauchamp Lane, Oxford, OX4 3LF
Tel: 01865 747680
Email: office@cowleyteamministry.co.uk**