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|  | Woodmansterne Lane, Banstead, SM7 3EX  www.bansteadurc.org.uk  **HIRING OF CHURCH HALLS - ENQUIRY FORM v5 (09/17)** |

Please download and complete this enquiry form then send it as an email attachment to: [hire@bansteadurc.org.uk](mailto:hire@bansteadurc.org.uk) . We will contact you with availability and confirmation of the hire charges as soon as possible. The hiring charges below are applicable from 1 Sep 2017. Full terms and conditions will be advised before a booking is confirmed.

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| Name of Organisation  ( if any) |  | |
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| Contact details of the person making the enquiry.  Name  Address  Telephone number  Email address |  | |
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| For what (type of) event is the hire of the hall required? | |  |
| How many adults / children will be in attendance? | |  |
| Do you have any special requirements? (e.g. quiet environment, amplified music) | |  |
| Will you be seeking permission for alcohol to be brought onto the premises? **(1)** | |  |
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|  | Please give dates and times of the rooms required | |
| **Spencer Hall (2)**  *Seats 25-30*  *£23 for first two hours*  *Extra hours £6/h* |  | |
| **Fellowship Room (2) (3)**  *Seats 40-45*  *£23 for first two hours*  *Extra hours £6/h* |  | |
| **Main Hall**  *Seats 70-75*  *£32 for first two hours*  *Extra hours £9/h* |  | |
| **Kitchen (3)**  *£7 for first two hours*  *Extra hours £2/h* |  | |
| **Children’s party fixed fee: Main Hall and Kitchen**  *£75 for 4 hours inclusive of set up*  *and clear up time.* |  | |

Notes:

1. **Alcohol may not be consumed or brought onto the church premises without the written permission of the minister and/or church officers. Permission will only be granted in exceptional circumstances and will be subject to very specific restrictions. Under no circumstances may alcohol be sold or donations be invited in return for alcohol.**
2. The Fellowship Room and Spencer Hall are adjacent to each other. We cannot guarantee you will not be affected by noise from the other room if it is also being used.
3. There is no direct access from the Kitchen to the Fellowship Room. If you require both these rooms we may also ask you to book the Spencer Room as well to ensure you have direct access.