

The Junction at Christ Church Booking Form (from January 2019)

Name of Hirer		Event	
Address			Postcode
Email			
Mobile No		Tel No	

Your **CHRIST CHURCH CONTACT** for emergencies during this event is

Date(s) of Booking					
Booking arrival time		Booking start time		Event end time	
Number of people	Adults		Children (under 18s)		
Room(s) required (please insert hourly rate as appropriate)	Hall (£ per hour)	£	Foyer & server (£ per hour)	£	Main kitchen (£ per hour) £
	Children's Room (£ per hour)	£	Upper Room(s) (£ per hour)	£	The Point (£ per hour) £
Refreshments required	Flask of coffee for 8, with milk & sugar & biscuits - £10	£	Flask of hot water for 8, with tea bags, milk & sugar & biscuits - £8	£	AV Set up £10
Special instructions & additional requirements (crockery, cutlery, glasses, equipment, furniture etc)					TOTAL DONATION £

Please sign & date this form and return it with your donation to the Church Office, Christ Church, The Common, Chorleywood, Herts WD3 5SG. Cheques payable to 'Christ Church Chorleywood PCC' (registered charity 1129662). BACS payments (preferred) – please ask for details. Please also enclose a separate damage deposit cheque for £200 which will be returned in full, or in part, after the event. Please note: *All rubbish need to be taken away and not deposited in Church or School bins.*

I have read and I agree to abide by the Christ Church Hire Terms & Conditions.

Signed by the hirer Signed by Christ Church Date.....

ALL HIRERS SHOULD SHOW THAT THEY HAVE PUBLIC LIABILITY/THIRD PARTY INSURANCE. IF YOU HAVE QUESTIONS ABOUT THIS PLEASE SPEAK TO THE CHURCH OFFICE.

Recommended donations for use

All suggested donations given are per hour. We do not have rooms available for hire on Sundays, unless they are associated with a church service.

*Our kitchen is registered with Three Rivers District Council and is therefore only available for use by professional caterers and those with a Level 2 Food Safety certificate. The caterer's details or the certificate must be presented at the time of booking.

Food brought in (home-made or purchased) and served on the premises is served at the hirer's/user's risk.

	ROOM	Monday - Friday 9am - 5pm	Monday - Friday 5 - 11pm	Saturday 9am - 11pm
Ground Floor	Hall	£25 per hour	£30 per hour	£30 per hour
	Children's Room	£20 per hour	£25 per hour	£25 per hour
	Foyer & servery	(not available)	£20 one off	£20 one off
	Kitchen *	(not available)	(£45*) one off	(£45*) one off
First Floor	The Point/Youth Room	£30 per hour	£30 per hour	£30 per hour
	AV Set up fee	£10	£10	£10
	AV Support	£20 per hour	£20 per hour	£20 per hour
	Emergency tel support / or call out	£20/£40	£20/£40	£20/£40
	Open / Close	£10 / £10	£10 / £10	£10 / £10

Donations for use of crockery etc (per person):

Tea setting (eg cup, saucer, small plate, knife, spoon) £ 1
 Dinner setting (eg large plate, bowl, cutlery, glass) £ 2

- Additional information about AV facilities:**
- Main Hall**
- Projector with both XGA and HDMI inputs
 - Mixer for wireless/corded microphones, accepts sound from PC
 - DVD player
 -
- Children's Room**
- Sony TV with both XGA and HDMI inputs
 - Speaker/amplifier, accepts sound from PC
 - DVD Player
 -
- Point/Youth Room**
- Projector with both XGA and HDMI inputs
 - Amplifier for sound from PC, or wireless/corded microphone
 - DVD Player
 -
- Transmission from the body of the church can be output to any/all of the Projectors/TV sets.

