**The United Benefice of Eynsford with Farningham & Lullingstone**

**Request to book “the Church”: St Martin of Tours Church, Eynsford**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day(s) and Date(s)  of hiring |  | | | | | | |
| Start time (incl set up time) |  | | | Finish Time (including clean up time) | |  | |
| Space / Facilities  requested |  | | | | | | |
| Group/Club doing the hiring |  | | | | | | |
| Person responsible (to remain onsite) |  | | | | | | |
| Contact postal address of this “The Hirer” -  with post Code |  | | | | | | |
| Contact phone number(s) |  | | | | | | |
| Contact email |  | | | | | | |
| Alcohol on sale? | yes/no | | Date licence obtained if needed | |  | | |
| Total hire cost\* | £ | | cash / chq enclosed / or being paid online | |  | | |
|  | | | | | | | |
| In signing I confirm booking and that I have read and agreed the terms & conditions of hire and rules & regulations - for one-off or regular use bookings available at [www.efl-churches.org/](http://www.efl-churches.org/) or supplied in print or by email. | | Signed: | | | | | Date: |
| Signed booking form to be returned to The Church at efloffice3@gmail.com | | | | | | | |
|  | | | | | | | |
| *\*Hire cost at £35 per hour for one-off bookings; £25 per hour for monthly or more frequent bookings.*  *Special rates may also apply (£10 per hour)* | | | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Bank details**  **for payment of hire charges** | |  | ***For office use only*** | | |
| Sort Code: | **08 90 36** | *Date form received:* |  | *by email / post* |
| Account: | **61000939** | *Date acknowledged:* |  | *by email / post* |
| In name of: | **St Martin’s PCC, Eynsford** | *Date payment received:* |  | *by cash / cheque / online* |
| Reference: | **the name of The Hirer and relevant hiring or start date** | *Date payment is passed to treasurer:* |  |  |
| *Person booked to open & close church:* |  | |