

Hove and Portslade Pastorate

**PORTSLADE**

Station Road, St Aubyns Road,

Portslade BN41 1AB

|  |  |  |
| --- | --- | --- |
| Minister | Secretary  Mrs Jayne Packham  jaynepackham@ntlworld.com  01273 770165  07766022090 | Treasurer  Mr Richard Packham  07919 467580 |

Reply to:

Jayne Packham

**Booking Form**

**Agreement (Casual rate)**

A booking agreement made on \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_ between The Elders of Portslade United Reformed Church (the ‘licensor’) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the ‘licensee’) whereby it is agreed as follows:-

1. The licensee shall have the use of the hall including the kitchen at Portslade URC on: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_ between the hours of \_\_\_\_\_\_:\_\_\_\_\_\_ and \_\_\_\_\_\_:\_\_\_\_\_\_ for a single booking. **This should include time for preparation and clearing the premises after use.**

2. The booking is required by the licensee for \_\_\_\_\_\_\_ people for the purpose of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. For a single booking the licensee shall pay a booking fee of £15 per hour

Payment may be made by:

Cheque, made payable to Portslade URC / Cash on the day/ Credit Transfer(details below) ***Please indicate your preference***

Bank: CAF Bank Account number: 00011829 Sort Code: 40-52-40

Account name: Portslade United Reformed Church

1. All bookings made will be provisional until the Hiring Agreement is completed, signed and returned to Jayne Packham, Church Secretary to secure the booking.
2. This agreement supersedes any previous agreement made between the parties or their predecessors.
3. Declaration

I have read and understood the ‘General Conditions of Hire’ enclosed.

Signed by the licensee : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_