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|  St John’s Church, Sharow Booking Form |

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| **Proposed Hirer:**(*full name of individual organisation****)*** |  |
| Contact Name: |  |
| Address: |  |
| Landline tel no: |  |
| Mobile tel no: |  |
| Email: |  |
| Description of Event: |  |
| Estimated of Numbers attending: |  |
| Date(s) required: |  |
| Arrival time: |  |
| Departure time: |  |
| Space/facilities required: |  |
| Church Nave:  |  |  |
| Meeting Room: |  |  |
| Kitchen: |  |  |
| Tables |  |  |
| Chairs |  |  |
| Sound system |  |  |
| Projector/screen |  |  |
| Piano |  |  |
| Organ |  |  |



I/We understand and agree that my/our contact details above will be retained during the processing of this booking and, if applicable, until the end of the proposed hire period or until I /we have fully observed and performed the terms and conditions of the Hire Agreement referred to below, whichever shall be the later.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Print Name |  | Signature |  | Date |

**Please note that this Booking Form does not constitute an offer to us for the hire of the Church (or any part of it). The information you provide on this Form will enable us to prepare a Hire Agreement which will constitute our offer to you (unless we are unable to accept the booking, in which case we will let you know as soon as possible).**

**Please return completed form to The Bookings Secretary,** **rosemary.triffitt@ripon.org****, 01765 605576**