



# Holy Innocents Church, Highnam

## Event Booking Form

**Please note** that your booking remains provisional until you submit this completed booking form and your payment. A copy of this form, countersigned by a church representative, will be returned to you as confirmation of your booking. If you wish to cancel a confirmed booking please let us know as soon as possible. It may be necessary to levy a cancellation charge. **Thank you for supporting Highnam Church.**

### A. APPLICANT DETAILS

Contact Name:	
Organisation (if applicable):	
Address:	
Telephone Number:	
Email Address:	
Website Address (if applicable):	

### B. EVENT DETAILS

Event Title:	
Date(s), start time and duration of Event(s):	
Nature of Event (if not self explanatory):	
Estimated number of attendees:	

Are extra days/half-days required before/after the event to set up/dismantle, or for rehearsals? If so, please give details and note that extra charges will apply:	
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Will it be necessary to restrict or limit access to the church for the public during your event? If so, please give details:	
Is the event free to visitors?	
Will the event be ticketed? If so, please give price of tickets:	
Is the event public or private?	
Is the event being stewarded? If yes, please give details of the stewards for the event e.g. how many and names:	
Will merchandise (e.g. CDs, programmes etc.) be sold at the event? If so, please give details:	
Will a complimentary alcoholic drink be offered with the ticket price?  <b><u>Please note that you will need to obtain your own licence to serve ANY alcohol on our premises</u></b>	

### C. INSURANCE DETAILS

Highnam Church cannot be held responsible for any loss or damage during your event and you must take out you own insurance cover to indemnify and protect.			
Name:		Signature:	

### D. FEE DETAILS

Please confirm the fee details as agreed with the church representative by marking and completing the listed options below:

Refundable security deposit £50	
Hire Charge @ £25 per hour or part thereof	
Organ @ £50 per event	

(Use of the digital piano is included in the venue hire charge) Additional services/charges agreed:

**The security deposit and all other hire charges for dates booked must be paid in advance.**

The security deposit will be banked with other charges and refunded after your event when a representative has confirmed that there has been no accidental damage or requirement for additional cleaning.

**Cheques should be made payable to Highnam PCC** and sent to the church representative named at the end of the booking form.

#### **E. OTHER**

Highnam Church would like to list details of public events on our website and promote by email and/or social media pages and will automatically do so unless you indicate otherwise. These listings will include contact details.

**I agree/do not agree to the event(s) being listed and publicised.**

It is a condition of booking that you **use The Highnam Church logo on any promotional material including posters, flyers, programmes and brochures** for your event(s). These will be provided on request.

It is the responsibility of the hirer to **note the number of people who attend your event(s)** and inform the church representative.

Hirers agree to **pay for any damage** to the church caused by the event(s) during the hire period and to indemnify Highnam Church against loss. The church should be left clean and tidy and all movable furniture replaced where it was found. Please respect the special nature of the consecrated historic building.

The Hirer and all stewards undertake **to become familiar with the Fire and Emergency Procedures** for the Church as posted on the notice board. At the beginning of each booking all the users shall be informed of the Fire and Emergency procedures. **A First-Aid box is located in the Vestry.**

Representatives of Highnam Church have the right to access the church at all times.

#### **F. DECLARATION I have read and agree to the terms set out in this Booking Form and the Conditions Of Hire**

SIGNED:

PRINT NAME:

DATE:

#### **PLEASE SEND YOUR SIGNED FORMS AND PAYMENT TO:**

Ken Starr, 9 Williams Orchard, Highnam, Gloucester, GL2 8EL

If you have any queries please contact the church representative you have been dealing with.

#### **FOR OFFICE USE ONLY**

**Booking accepted on behalf of Highnam Church**

SIGNED:

PRINT NAME:

DATE:

Deposit Paid