

With effect from January 2019



APPLICATION FOR HIRE OF ST THOMAS CHURCH

To be delivered to

**The Parish Office, St Thomas Church, St Thomas Street,
Lymington, SO41 9ND. Telephone: 01590 676194
Open to callers in person, Monday to Friday, 9.30am – 11.30am**

ORGANISATION.....(BLOCK CAPITALS PLEASE)

NATURE OF PROPOSED EVENT (any event should be appropriate within a church, including the content of a concert)

DATE(S) CHURCH REQUIRED.....

.....(BLOCK CAPITALS PLEASE)

TIME(S) CHURCH REQUIRED a) For Rehearsal(s).....

b) For Preparation.....

c) Event start time.....

NOTE: A separate application is needed if St Thomas Church Hall is also required.

FEES: HIRE OF CHURCH	£350.00	
ADJUSTMENT OF STAGING (up to 6 pieces)	£80.00	please tick if required <input type="checkbox"/>
ADJUSTMENT OF STAGING (more than 6 pieces)	£160.00	please tick if required <input type="checkbox"/>
USE OF SERVERY (LIGHT REFRESHMENTS ONLY)	£45.00	please tick if required <input type="checkbox"/>

INVOICE ADDRESS.....

POST CODE **TELEPHONE**

CONTACT NAME

BASIC PRACTICAL AND FINANCIAL ARRANGEMENTS

PAYMENT: A payment of half the fee is required upon receipt of invoice to confirm the booking. Outstanding fees and deposit must be paid at or by the time of keys collection.

DEPOSIT: For all bookings, a deposit of £50 is required on collection of keys, to be refunded on return of the keys to the Parish Office, the Church being left in a satisfactory condition and conditions of hire having been followed.

LOSS OF KEYS: Losing the keys would result in expenditure in the order of £400 to replace locks which would be paid for by the hirer.

KEYS COLLECTION: Keys will be available for collection in person from the Parish Office on the nearest working day between 9.30am and 11.30am Monday to Friday, and should be returned the next working day.

*I acknowledge that I have received a copy of the **Directions for the use of St Thomas Church** and agree to abide by them.*

SIGNATURE..... **DATE**.....