**ALL SAINTS FARINGDON**

**BARBER ROOMS/CHURCH BOOKING REQUEST FORM**

|  |  |
| --- | --- |
| Is the booking for | Barber Rooms / Church / Both *(delete two)* |
| Date(s) required & start/end times |  |
| Your name |  |
| Organisation |  |
| If appropriate, do you/your organisation have relevant insurance | yes/no the booking manager may ask to see evidence of this |
| Brief summary of purpose of booking |  |
| Number of people (approx) |  |
| *Contact details* |  |
| phone number |  |
| address |  |
| email |  |
|  |  |
| *Requirements for the Barber Rooms only\** |  |
| furniture (tables, chairs) |  |
| use of kitchen for teas/coffees | yes/no details |
| use for re-heating food | yes/no details |
| use of digital projector | yes/no details |
|  |  |
| *Requirements for the church only\** |  |
| sound system/microphones | yes/no details |
| digital projector and screens | yes/no details |
| music (use of organ/piano) | yes/no details |
| use of server for tea/coffee | yes/no details |
|  |  |
| Any further information |  |

\* Please note, some facilities will incur an additional fee. Some facilities may occasionally be unavailable.

Terms & conditions of hire are available on the church website [www.allsaintsfaringdon.org.uk](http://www.allsaintsfaringdon.org.uk) and a copy will be sent to you electronically.

Please add your name and date below, and return the completed form to [admin@allsaintsfaringdon.co.uk](mailto:admin@allsaintsfaringdon.co.uk).  For further information phone our Church Administrator, Margaret Townsend, on 01367 244901. The office is open 10 a.m. – 12 noon, Monday, Tuesday and Thursday each week.

Name:

Date: