

Rooms will be allocated strictly on a "First come first served" basis, based on receipt of the completed Booking form. Please note that provisional bookings will be removed from our system after one month. No responsibility will be taken for bookings which are not confirmed with the Booking Form.

Contact name:	Organisation:
Address:	
Email:	
Contact telephone numbers:	

Room(s) required:

Date of Event:	Access time:	Start time:	Finish time:	Exit time:

Additional needs

Flip Chart, Projector and Speakers are available as standard in all rooms				
Additional Tables		Water boiler		
Detailed description of the event:				

IMPORTANT: Please reference the quotation number/event date on Purchase Order documentation.

The Pavilion is not licensed for the sale of alcohol and hirers who wish to do so must obtain a licence themselves or hire in a bar service. A copy of the license or details of the company to be hired must be presented to the Pavilion Manager prior to the event. Failure to do so will result in cancellation of the booking. All hirers must adhere to and sign the following declaration:

- I will be selling alcohol at this event. Yes No
- I will be arranging a license for this event and will present a copy of this license to the Pavilion Manager. Yes No

Signature: _____ Date: _____

I understand that the Pavilion is a registered place of worship, and the home of C3 Church and that no activities should be organised that are contrary to the Charity's aims and objectives, or would bring it into disrepute (see terms and conditions Clause 9).

Signature: _____ Date: _____

§ I have read and agree to abide by the terms and conditions for the hiring of the Pavilion facilities which are available to view on the pavilion Website:

<http://www.thepavilion-cheltenham.org.uk/terms--conditions.html>

Signature: _____ **Date:** _____

• I have read and understood the Pavilion cancellation Policy which is available to view on the Pavilion Website:

<http://www.thepavilion-cheltenham.org.uk/cancellation-policy.html>

Signature: _____ **Date:** _____

Please note: A deposit is required for all social functions, payable on signing the Hiring Agreement and shall only be refundable to the Hirer in the event of the Charity cancelling the booking and is to be held against the cost of damage or replacement of fittings where damage is caused during the Hiring, where rooms are not cleaned, leaving the building unsecured or any other breach of the General Conditions.

Please be aware that Christian City Church Cheltenham cannot be held responsible for the activities held and supervised by hirers themselves. Therefore we strongly recommend that you have in place Public Liability Insurance (preferably for a limit of indemnity of £5 million).

The invoice will be prepared prior to the event. Please pay in full within 14 days of invoice.

§ **Cheques to be made payable to Christian City Church Cheltenham.**

§ **Payment by BACS to Santander Bank:**

Sort Code:09-01-27

Account No: 92112977

Office Use only:

Calendar:	Quote No:	Invoice No:
PO No:	Total:	Total:
Remittance/Received:	Sent:	Sent: