



Hall Hire Booking Request Form

Hall Hirer	
Organisation Name, include Charity No/Company No.	
Address	
Tel no. (landline & mobile)	
Email	
Purpose of Booking	
Frequency	One off / Regular

Please remember to include both setting up and clearing up time in your booking.

Date	Start Time	Room	Hours	Cost
Total				

Please reserve the room(s) as requested above. I have read and agree to the Hall Hire Terms and Conditions of use of Thornhill Baptist Church facilities.

Signed Date:

For Office Use

Booking Confirmed	<input type="checkbox"/> By Email	<input type="checkbox"/> By Phone	<input type="checkbox"/> In Person
Deposit Held – Date received.....	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> BACS
Payment Made - Date received.....	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> BACS
Unlocking/Locking Arrangements made	<input type="checkbox"/> Name.....		
Deposit – Date returned.....	<input type="checkbox"/> Signed.....		

Charges are per hour

Room	Rate before 6pm	Rate after 6pm	Saturdays
Worship room (up to 50 people)	£30	£33	£37.50
Worship room (over 50 people)	£40	£44	£50
Keightley Hall	£16.80	£18.50	£21
Thomas Room	£14.70	£16.20	£18.40
Parker Hall	£14.70	£16.20	£18.40
Sussex Room	£8.00	£8.80	£10
Snug	£8.00	£8.80	£10
Kitchen (full use)	£8.00	£8.80	£10
Whole building rate	£60	£66	£66
	£200 per half day (9-1pm or 1-5pm) £360 per day		

Please note on Saturdays bookings are only taken until 5pm.

Payment can be made by cheque to 'Thornhill Baptist Church' or BACS sort code 30-90-86, account number 00221453.