

# Hasbury Community Church

26 Albert Road, Halesowen, West Midlands, B63 4SW

Church Tel: 0121 550 8269    [www.hasbury.org](http://www.hasbury.org)

## ROOM BOOKING APPLICATION FORM

Person Responsible: Mr/Mrs/Miss: \_\_\_\_\_

Name of Organisation (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Tel No.: (Day) \_\_\_\_\_ (Eve.) \_\_\_\_\_

Email: \_\_\_\_\_

Room(s) required: \_\_\_\_\_

Estimated number attending (max 126): \_\_\_\_\_

Date/s accommodation required: \_\_\_\_\_

Time of access: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

(Time should include arrival, setting up and clearing up)

Purpose for which accommodation is required: \_\_\_\_\_

\_\_\_\_\_

**Please Note:** Any portable electrical equipment brought onto the premises must be tested for safety and have a current safety label.

**If EQUIPMENT and ROOM LAYOUT is required, please discuss this with us.**

**Please return this form as soon as possible.**

**Your booking is only PROVISIONAL until this form is received.**

**Further details are available on in the lettings policy, available on request.**

### Payment

Payment must be made in full before the start of the hire period.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_