



**BOOKING FORM FOR HALLS AND ROOMS**

(ALL SAINTS HALLS ARE LICENSED FOR THE FOLLOWING REGULATED ENTERTAINMENT:  
DANCE, FILM, LIVE & RECORDED MUSIC, AND PLAYS)

**Name of Organisation or Individual making booking (hirer)** .....

**Address:** .....  
.....

**Telephone:** ..... **Mobile**.....

**Name of person completing this form on behalf of the hirer (if different from above):** .....

**Address:** .....  
.....

**Telephone:** ..... **Mobile**.....

**Hire Fee as discussed and agreed with the Office:** £..... **Cash Security Deposit** (payable in advance if required by Office) £.....

**Payment of £** ..... **enclosed, being full hire fee / a deposit** (please delete as appropriate)

**I have read and accept the All Saints Church Booking Conditions**

.....(name in capitals) ..... (signature) ..... (Date).....  
(Person(s) signing must be 18 years of age or over)

**Date(s):** .....  
**Time: From:** .....  
**To:** .....

**PLEASE RETURN TO: ALL SAINTS CHURCH, CHAPEL GREEN, CHURCH ROAD, CROWBOROUGH, TN6 1ED**

**P.T.O.**

Subject to availability, I/We require the following room(s) on the date(s) / time(s) shown on the front of this booking form:

**ALL SAINTS HALLS COMPLEX**

TICK BOXES

- MAIN HALL ONLY
- MAIN HALL + KITCHEN
- SMALL HALL ONLY
- SMALL HALL + KITCHEN
- MAIN HALL + SMALL HALL + KITCHEN
- COFFEE BAR
- OFFICE
- THE STABLES**

**NEW CHURCH CENTRE**

TICK BOXES

- SAXONBURY HALL (NEAREST KITCHEN)
- FERMOR HALL
- BEACON HALL
- GLEBELANDS HALL
- CRECHE
- KITCHEN
- WHOLE LOWER FLOOR**
- PICTURE ROOM
- MAIN WORSHIP AREA**
- COFFEE ROOM
- WHOLE COMPLEX**

**I / We also require the furniture / equipment listed below:**

- TABLES  QUANTITY .....
- CHAIRS  QUANTITY .....
- FLIP CHART & STAND\*
- OVERHEAD PROJECTOR
- LAP TOP/PROJECTOR\*
- P.A. SYSTEM \*
- SCREEN
- MUSIC SYSTEM \*

**\* These items MAY need an operator approved by All Saints Church. This will incur an extra fee**

EXPECTED NUMBER IN GROUP .....

IS ALCOHOL TO BE PROVIDED AT THE EVENT YES/NO

WILL IT BE FOR SALE YES/NO

(IF YES YOU WILL NEED TO SEEK PERMISSION FROM THE CHURCH OFFICE

TO OBTAIN A TEMPORARY EVENT NOTICE)

**Please discuss your needs with the Office at the time of booking**

