



St Martin's Church, Cambridge - Room Booking Application

Covers hire at St Martin's Church and St Thomas's Hall, Cambridge

Complete all sections of the form - then send it to The Parish Office, St Martin's Church, Suez Road, CB1 3QD.

1. Who is making the booking?

Name _____

Organisation _____ (write "Private" for a private booking)

Address _____ Email address _____

_____ Telephone _____

_____ Mobile _____

2. What is the booking for? (describe the event and how many people will be involved)

3. Is this booking for a one-off event or a recurring series of events? (tick as appropriate and enter details)

One-off Date: _____ Start Time: _____ End Time: _____

Recurring Day/Frequency: _____ Start Time: _____ End Time: _____

 Date of first event: _____ Date of last event: _____

4. Which room(s) are needed for the event? (tick 1 option only)

St Thomas's Hall, Ancaster Way

Hall & kitchen Hall, kitchen & garden

St Martin's Church, Suez Road

Hall, dining room & kitchen Dining room & kitchen Quiet room/small meeting room

Lounge & kitchen Lounge, kitchen and garden

5. St Martin's only - is permission to serve alcohol requested? Yes No (tick as appropriate)

6. Details of the Responsible Person for the event:

Name _____ Email address _____

Address _____ Telephone _____

_____ Mobile _____

7. I have read and accept all the Terms and Conditions for Room Bookings at St Martins and St Thomas's

Signature _____

Of applicant _____ Date _____

Note – Bookings are not secure until confirmed in writing by St Martin's and St Thomas's, a contract has been signed and all fees and deposits have been paid.



Continuation of St Martin's Church, Cambridge - Room Booking Application
Office Use Only

1. Hire Rate agreed at £ _____ /hour - giving a total booking charge of £ _____
2. **Terms and Conditions for Room Bookings at St Martins and St Thomas's read and accepted**
Name _____ Date _____
3. **Booking contract read, agreed and signed**
Name _____ Date _____
4. **Copy of contract received by Hirer on:** _____ (date)
5. **Deposit of £ _____ paid by Hirer on:** _____ (date) by cheque Cash
6. **Hire fee of £ _____ paid by Hirer on:** _____ (date) by cheque Cash
7. **Key to be collected for St M or St T on:** _____ (date) at _____ (time)
By (name) _____
8. **Key number _____ collected by (name) _____ on _____ (date)**
9. **Key to be returned by (name) _____ on _____ (date)**
10. **Premises inspected following event by (name) _____ on _____ (date)**
11. **Key returned by (name) _____ on _____ (date)**
12. **Deposit of £ _____ returned to (name) _____ on _____ (date)**

Notes: