

Premises Hiring Agreement
between
St Matthew's Church, Surbiton
and:



Name ("The Hirer")			
Phone Number (Landline & or Mobile)			
Email Address			
Address			
Purpose of Hire:			
Date Required:			
Time required: (Remember to include preparation and clean-up time)		TO	
Number of people:			

Premises Required (please tick)					
Sitzler Room	Kitchen	Chapel	Church	North Room 1 (Creche)	Meeting Room 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Requirements:					

Price per hour	Number of hours	Total (£) excluding Deposit of £50

**Please ensure that full payment of the above amount
is made no less than 14 days prior to your booking**

DECLARATION:

I have read and agree to abide by the conditions set out in the St Matthew's Lettings Policy.

Signed:..... Date:.....

Signed:..... Date:.....

Parish Administrator – for and on behalf of St Matthew's PCC

For Office Use Only:

	Amount (£)	Date	Signed
Security Deposit paid			
Hire fee Paid			
Security Returned/Shredded			
Keys Issued		Keys Returned	