



Bingley Methodist Church

Herbert Street
Bingley
BD16 4JU

Booking Agreement Form & Invoice

Cheques should be made payable to Bingley Methodist Church and sent to 19 Lyndale Road Eldwick BD16 3HE.

This agreement is between the Trustees of Bingley Methodist Church and:

name and address of booking:

Signature:

Deposit Due: _ / _ / _ for office
Deposit Paid: _ / _ / _ use only
Deposit Amount: £

Details of Booking:	
Date of booking:	
Time of booking: <i>from / to</i>	
Contact person:	
Telephone Number:	
Email address:	

Tick facilities required	Room or facility	Number of seats required	Layout description eg board room style, presentation style etc. Include number of speakers	Charge £ first hour subsequent hours	Cost £
	Main Church Hall 16m x 9.5m			£ 20 £15	
	Adjoining Hall 8m x 6.5m			£ 15 £10	
	Both Halls together			£ 35 £25	
	Quiet Room (ground floor) 6.3m x 4.7m			£ 12 £10	
	First floor room 1 6.3m x 4.7m			£ 12 £10	
	First floor room 2 6.3m x 4.7m			£ 12 £10	
	Technical facilities (please detail)			£ 30 -	
	Kitchen facilities			£ 10 -	
			Deposit	50%	
			Cancellation Charge*	25%	
			TOTAL		£

Conditions of Booking:

All users of the premises will be responsible for damage to the premises or equipment during the time of their letting. Users must respect the premises. No alcohol whatsoever is permitted on the premises. No smoking is permitted anywhere on the premises. A 50% deposit is payable four weeks before the planned event.

* A cancellation charge of 25% is payable for cancellation within two weeks of the event date.

The Bingley Methodist Church Trustees cannot accept responsibility for loss of or damage to property anywhere on the site including the parking areas.

The users of the premises remain responsible for the security of the building during their occupation.

Whilst all reasonable care is taken to ensure that the facilities requested are available circumstances beyond the control of the Bingley Methodist Church Trustees may require substitution or alteration to occur.

The Methodist Church operates a Safeguarding child protection policy to which all users must adhere.