



Horley Baptist Church
 289 Court Lodge Road
 Horley, Surrey
 RH6 8RG
 T: 01293 456258
 E: lettings@horleybaptist.org.uk
 W: www.horleybaptist.org.uk

Room Hire Booking Application

Please complete all relevant sections of the form, and return via email/post with signed Terms and Agreements.

Name/Organisation

Community** Standard

Contact Name

Name & address for invoicing

Telephone/Mobile Email

Type of event

Date of Event Number of guests

Room(s) Requested

Set up time Event time Start

Pack down time Event time Finish

Number of sessions Frequency: Weekly Monthly
(Regular bookings only)

Equipment needed
 Chairs *(No of)* Tables *(No of)*

Additional Equipment
 Flip Chart Projection Screen

Catering in-voicing
 Tea/coffee Number of refreshment breaks

Additional set up notes e.g room layout

Terms & Conditions: I have read and agree with the Terms & Conditions of hire **
*(PLEASE TICK THE BOX **)*

Signature

Print Name Date

***Please refer to our 'Room Hire Rates' available on the website for definition of the two rates*