



# Horley Baptist Church

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## Room Hire Booking Application

Please complete all relevant sections of the form, and return via email/post. Please ensure you have indicated that you have read and agree with the Terms & Conditions of hire.

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

Event time finish

Pack down time

Number of sessions  
*(Regular bookings only)*

Frequency:

Weekly

Monthly

Equipment needed

Chairs  
*(No of)*

Tables  
*(No of)*

Flip Chart

Projection  
Screen

Catering *(Please refer to our hire rates for prices)*

Tea/Coffee/Biscuits

Number of refreshment breaks

Additional set up notes e.g room layout *(Please refer to our lay-out guide available on the website)*

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 a definition of the two rates  
File:Lettings/Booking Application-May 2017