



# St. John's Church Outwood Common, Billericay

Part of the Billericay & Little Burstead Team Ministry  
www.BillericayChurches.org

## Application for the Booking of the St John's Church Centre (Single Hire)

It is the policy of St Johns Church, Billericay, not to make a specific charge for the use of the Church Centre, **but** to request a suitable donation to be made to the Church to cover the running costs incurred in generally maintaining the premises to proper standards

The expected amount of donation is given below.

Club / Organisation .....  
Contact details name & address. ....  
.....  
Home.....  
Work.....  
Fax.....

Please advise if the name & address details to which the account / invoice for payment should be sent are different.

Date Centre required. ....  
Donation recommended will be £.....per hour / per day / per session      Total Donation    £.....

Date of hire ..... Area of Hire....Church / Rear Hall / Whole Centre

Times of Hire .....

Details of Hire (Purpose).  
Approximate No of people .....

### Facilities Required

- Tables & Chairs .....Overhead Projector      £20.....
- Use of Kitchen ..... Other.....£.....

**YOU ARE ADVISED TO FAMILIARISE YOURSELVES WITH THE LOCATION OF THE FIRE EXITS, FIRE EXTINGUISHERS AND THE FIRE PROCEDURES**

### Damage Retainer Deposits

Please send your 'Damages Retainer Deposit' of £50 for the private hire, back with this Booking Form to the Booking Secretary. The 'Recommended Donation' for the hire must be sent to the Treasurer 14 days before the date of hire. Failure to send 'Recommended Donation' 14 days before the hire date will automatically cancel the booking after 14 days, Retainers will be returned in full if there are no damages to the Church Centre:

### Agreement

I hereby apply to have accommodation and facilities at the Church Centre in accordance with the above-mentioned details, subject to the St John's Church Centre, "Conditions of Hire" (Attached) and agree to be bound by the conditions in the event of my application being accepted. I am over 18 years of age.

#### You should retain your conditions of hire

Please print name in capitals under your signature

Signature of hirer..... Date.....

Booking Secretary  
Mrs A Shipton  
5 Valley Road  
Billericay  
Essex.  
Tel: 01277 622961

Treasurer:  
Mrs Sue White  
24 Meadow Rise  
Billericay  
Essex  
Tel: 01277653958