APPLICATION FOR USE OF ST NICOLAS’ CHURCH – *Maximum Capacity: 160*

1. ***Organisation /Individual requesting use of church***

1. ***Description of event***
2. ***Person taking responsibility for the event and Risk Assessment***

Name …………………………………………………………………….

Address ………………………………………………………………….

*Tel. no. ………………………………. e-mail address: ……………………………….*

1. ***Contact - if different from above***

Name …………………………………………………………………….

Address ………………………………………………………………….

*Tel. no. ………………………………. e-mail address: ……………………………….*

1. ***When event is to take place***

Date(s) ……………………………………………………………………

Time(s) ……………………………………………………………End Time………………

Access required from: *……………………………….*

1. ***Any other times the church would be needed (rehearsals, preparation, etc.)***

Date(s) …………………………… ………………………………………

Time(s) START:………………………… FINISH: …………………………………………

1. ***Church facilities requested***

Organ***\**** *Y* / N Use of Church Room and/or Kitchen Y / N (hire fee £40)

Piano Y / N Christmas Candles in Church Y / N (*£50*)

Microphones Y / N

Audio-visual\*\* Y / N

**\*** Name of Organist ………………………………………………. Tel. ……………………………….

\*\**only if someone from church available to operate the system. Power Point Slides must be size 16:9, and the Power point and service order given to the church* ***at least one day before*** *the service.* ***It is entirely your responsibility to ensure that slides are correct size and reach us in time.***

1. ***Risk Arrangements***

Insurance provider *………………………………………………………………………………………………*

Risk Assessment attached Y / N

1. ***Please make a record of your own equipment that would be used in church***

*………………………………………………………………………………………………………………………*

*………………………………………………………………………………………………………………………*

1. ***Do you wish the clergy or other member(s) of the Church to be involved? Y/N***

If yes, in what way? ………………………………………………………………………………………….

…………………………………………………………………………………………………………………..

Do you wish us to arrange for an organist to play? Y / N …………………………………..(booked)

***10****.* ***Please add any further requests, comments or information that would be helpful on the back of this form, and return it to the Parish Office, 2A Fife Way, Great Bookham, Surrey KT23 3PH***

**PLEASE NOTE:** The premises must be vacated by 10:00 p.m., unless extended by mutual arrangement