



# Application Form to Hire premises at Hornsey Moravian Church (Casual/One-Off Users)

Priory Road, London, N8 7HR

Tel: 020 8340 6800

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**Payments made to: Hornsey Moravian Church: Sort:20-58-51 Account: 00652946 Please use your name and Hall Hire as the reference**

Full Name of Applicant: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Type of Event eg. Childrens Party / Funeral / Wedding: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ e-mail: \_\_\_\_\_

I wish to hire: \_\_\_\_\_ (Name of Hall)

Date(s) of hire: \_\_\_\_\_

**Period of hire:** From: \_\_\_\_\_ To: \_\_\_\_\_ **Hourly Rate:** £ \_\_\_\_\_ **Total Fee:** £ \_\_\_\_\_

**I wish to hire kitchen: Yes/No** **Period of Hire:** From: \_\_\_\_\_ To: \_\_\_\_\_ **Hourly Rate:** £ \_\_\_\_\_ **Total Fee:** £ \_\_\_\_\_

**Total to pay: £** \_\_\_\_\_

**One off user:** Fee to pay Casual/One off users: £ \_\_\_\_\_

Hire Deposit: £ \_\_\_\_\_

Hall Safety Deposit: £ \_\_\_\_\_

**Do you require the hall to be opened the day before your event for setting up?**

**Yes? £15.00 fee applies** \_\_\_\_\_ **No?** \_\_\_\_\_

**Reminder: One off casual user must remove all rubbish from the premises at the end of their event.**

**Occasionally a caretaker may be required to attend site to oversee larger events of over 100 people. If so, then a £40.00 one-off caretaker fee will be charged on top of the hourly booking fee.**

150 White Chair covers and 100 coloured chair Sashes are available for Hire.

Chair Covers: £1.00 each

Chair Sashes (100 of each colour): Red, Gold, Pink, Green, Blue: £0.50p each

Chair covers Y/N \_\_\_\_\_ How Many \_\_\_\_\_ Total \_\_\_\_\_

Chair Sash Y/N \_\_\_\_\_ How Many \_\_\_\_\_ Colour \_\_\_\_\_ Total \_\_\_\_\_

***I have read the terms and conditions of hire and I agree to abide by them***

***I agree to HMC holding my contact details in relation to this booking.***

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Coordinator: \_\_\_\_\_

- Date: \_\_\_\_\_