**St Nicholas with St Mary Strood**

Hall booking contract

Please complete the form below deleting where necessary. Thank you.

I / we have read the terms and conditions, including extended terms and conditions, for the use of the hall (s) and agree to abide by them.

Signed: ……………………………………………………………………………………..

Please print name (s) ………………………………………………………………………

Address of main contact: ……………………………………………………………………

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

Mobile number …………………………………………………………….

Email: ……………………………………………………………………….

Organisation represented: ………………………………………………..........................

Purpose of hiring:

…………………………………………………………………………………………………

Hall (s) required: Lower Hall / Upper Hall / Swain Vestry

Date (s) required: …………………………………………………………………………. *(for regular bookings state day of week and frequency)*

Time: from ……………………………… until ………………………………..

Any special requirements:

Please return to: Sue Marrable, 39 Goddington Road, Strood, Kent ME2 3DE

Forms may be emailed to: [**stnicholasstrood@gmail.com**](mailto:stnicholasstrood@gmail.com)and payment can be made via online banking (see bank details below), but, please let us know when payment is made and under what name.

**FOR REGULAR HIRERS:** Regular hirers MUST set up a Standing Order *prior* to commencing sessions. We cannot accept retrospective payments, but will refund if we, or you, cancel.Please use the name of your group, or the name of the group you are hiring the hall(s) on behalf of, as the Reference Name. Thank you.

**STANDING ORDER**

TO: ………………………………………………BANK plc

AT: …………………………………………………………………

……………………………………

PAY TO: **BARCLAYS BANK:** FOR THE CREDIT OF: **PARISH OF ST NICHOLAS WITH ST MARY** (St Nicholas District, Strood)

ACCOUNT NUMBER: **60688908** SORT CODE: **20-54-11**

ON…………………………………………. AND ON THE

SAME DATE IN THE FOLLOWING MONTHS UNTIL

FURTHER NOTICE. THE SUM OF ……………….

NAME OF BANK ACCOUNT…………………………………………………

SIGNATURE……………………………………………………..

ACCOUNT NUMBER………………………………..

SORT CODE…………………………………

REFERENCE NAME: …………………………………………..

PLEASE FORWARD THIS COMPLETED FORM TO YOUR BANK