



THE BENEFICE

St. Stephen's Upper Basildon

Venue Booking Form

Name:

Address:

Phone: E-mail:

Organisation:

Purpose of hire:

Booking Requirements

Event Date(s):

Event Time(s):

Frequency of hire: Single Weekly
 Monthly Other:

Facilities required: Church Worship Space Kitchen
 Church centre Upper room

Agreement

I confirm that I have read and understood the following documents relating to St Stephen's Church and Church Centre

- St Stephen's Safeguarding for Hire Agreement
 Terms and Conditions for hiring

By signing below I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Hirer's Signature:

Booking Secretary's Signature:

Date:

Date:

Please return this form to the bookings secretary at: bookings@thebenefice.uk
or posting to: The Vicarage, Upper Basildon, RG8 8LS