



GRACE CHURCH
WHITEHAVEN

Booking form for short term hire

Rooms hire available from 8:30a.m. to 5:00pm. Monday to Saturday. Price includes use of car park, kitchen facilities and equipment use arranged with centre manager.

Room hire booking: Main Hall [max 100] = £15 per hour
Small room (Max 30) = £10 per hour
Both rooms = £25 per hour

Date start: _____ Date end: _____ (no longer than 3 month booking)

Time of use: Start: _____ End: _____

Number of attendees: _____

Description of Meeting: _____

Refreshments package required: (Fresh coffee, selection of teas and cakes. £2.50 per person)

Equipment required: Laptop Projector Flip chart PA System

Have you read, agreed and signed the terms & conditions form: Yes No

Your Contact details:

Contact Name: _____

Company/Hirer Name: _____

Address: _____

Telephone Number: _____

Email address: _____

Please return this form to: allen@gracecw.org or address above. Please make cheques payable to King's Church Cockermouth.

PLEASE LEAVE THE BUILDING TIDY AND AS YOU FOUND IT. ROOM PLANS ARE FOUND IN EACH ROOM.

Office Use:

Seen PLI & Risk assessment



CHRISTCENTRAL

Grace Church is part of the registered charity Kings Church Cockermouth No 514051
Registered address 15 Station Street, Cockermouth, CA13 9QW

Grace Church belongs to a family of churches called Christ Central, part of newfrontiers

