

# LETTING APPLICATION FORM SMALL HALL PARTY (DONATION) SLOTS



DATE OF EVENT:		PARTY (FAMILY) NAME:	
BOOKERS NAME *		APPROX No GUESTS	
PHONE:		E-MAIL:	
ADDRESS:			
£10 DEPOSIT RCD?		WE HAVE SMALL AND LARGE TABLES, HOW MANY: SMALL CHAIRS:                      ADULT SIZE:	

LETTING PERIOD	START	FINISH	
Monday PM	3:00 PM	6:00 PM	
Saturday AM	9:00 AM	12:15 PM	<i>A private meeting takes place in the small hall and kitchen from 12:15, please remove all items before it starts. The AM party may use the crèche till 1:15, please vacate by 1:15 for the PM party arrival.</i>

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Completion of this form indicates acceptance of our standard booking terms, see website or ask reception.*

**NOTES:**

- ❖ **BOOKING DEPOSIT:** We ask you to pay £10 deposit in advance to secure the date you require.
- ❖ **DONATIONS:** The church is pleased to share its facilities for children’s parties. \* Parents can book on a donation basis. \* To enable us to share these facilities with those who need them most they are not intended for party bookers, organisers or use of hired entertainers; these will incur the chargeable rate.

Donations to the church are welcome and contribute to the availability of space for everyone, and our community work. If you are able to Gift Aid donations, we can reclaim tax, thank you.  
Payments can be made by cash, card, or cheque payable to Westbourne Grove Church.

- ❖ **BOOKINGS:** Provisional bookings are held for 3 days (renewable). Bookings are not firm until deposit paid.
- ❖ **CANCELLATIONS:** Late cancellations (<4 weeks) may incur a £50 cancellation charge.
- ❖ **TABLES AND CHAIRS:** We have plenty, please let us know numbers (to 32) of small children/ larger+adults.
- ❖ **SETUP & CLEARUP:** The user needs to setup and clearup, leaving the spaces clean. Cleaning mops, hoover, etc are provided. Please empty the bins in the nursery and kitchen if necessary, and leave fresh bags in them. The church uses Westminster grey commercial waste bags which will be supplied.
- ❖ **MAXIMUM NUMBERS:** Maximum numbers in the small hall 60 persons (The room would be very full). The spaces are suitable for 32 children and accompanying adults. Larger groups can be booked downstairs.
- ❖ **FOOD/DRINK / MESSY ACTIVITIES / NOISE:** The nursery (5x7metres) is hard floored and suitable for children’s food and drink and messy activities. The small hall (7x9metres) is carpeted. Please don’t serve children’s food and drink there. Messy activities in this room will need floor protection, please make arrangements. The sound limit is 87dBA. Please use amplifiers below 100 watts or turn down.
- ❖ **DECORATIONS:** Sticky tape leaves sticky residue, and damages paintwork. Please use white tack except on plastic and metal areas in the rooms.

We may wish to contact you about future events at the church. If you do not wish to be contacted please tick:

# Gift Aid Declaration

## Name & Address of Donor

Full Name

--

Address

Postcode

## Declaration for tax reclaim purposes

I declare my intention that tax should be recovered under the gift aid scheme on

All donations I make to Westbourne Grove Church from 6 April 2009	Tick if applies
---	-----------------

OR

Donations for events on:	Tick if applies
--------------------------	-----------------

I understand that I must pay enough income tax or capital gains tax in each year to cover the amount of tax that Westbourne Grove Church Centre will reclaim on my giving.

I have read and understood the points listed below

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Notes

1. You should pay enough tax in any one tax year to cover the amount reclaimed by Westbourne Grove Church Centre on your giving. Relevant tax is any income tax (at whatever rate) or capital gains tax. If you cease to be a tax payer, or to pay enough tax, you should notify us. If too much tax is recovered on your giving, you will be liable to refund the Inland Revenue.
2. Your donations should not be based on the tax paid by another person (eg husband or wife) but by you personally.
3. You are entitled to cancel this declaration at any time. Simply notify us in writing if you wish to do so. Unless and until you cancel your declaration, we will continue to reclaim tax on all your giving if you selected the all donations option.