



St Martin's Church: Suez Road, Cambridge, CB1 3QD
St Thomas's Hall: 17 Ancaster Way, Cambridge CB1 3TT
Registered Charity No. 1131522

Church Facilities Manager: Hazel Trocian Email: facilities@stm.org.uk Mobile: 07380118074

**Booking application & formal agreement of hire/use of premises at
St Martin's Church or St Thomas's Hall**

Complete sections 1- 8 and email to facilities@stm.org.uk

1. Who is making the booking?

Name: _____
Organisation: _____ (write "Private" for a private booking)
Address: _____ Email address: _____
_____ Telephone: _____
_____ Mobile: _____

2. What is the booking for? (describe the event and how many people will be using the premises for your event)

3. Is this booking for a one-off event or a recurring event?

One-off Date: _____ Start Time: _____ End Time: _____
Or

Recurring Day of the Week: _____ Start Time: _____ End Time: _____

Start date: _____ End date (if known – see notice period): _____

The hire time must include time for setting up at the start and cleaning at the end of the event.

4. Details of the person responsible for the event.

Name _____ Email address _____
Address _____ Telephone _____
_____ Mobile _____

5. Which room(s) are needed for the event? (tick 1 option only)

St Martin's Church

- Hall, dining room & kitchen
- Hall & kitchen
- Dining room & kitchen
- Lounge & kitchen
- Lounge, kitchen and garden

St Thomas's Hall

- Hall & kitchen
- Hall, kitchen & garden

6. St Martin's - is permission to serve alcohol requested? Yes No

Alcohol is never allowed at St Thomas's Hall.

7. Hire Rate:

Deposit: £100

Please note we reserve the right to withhold some or all of the deposit if the hall is not left in a clean and tidy condition, there is damage to the property or its contents, or if any of the Terms and Conditions have been broken.

Hourly Rate: £ Or Daily Rate: £

Total £

8. I have read and accept the Terms & Conditions for Room Bookings at St Martin's and St Thomas's:

Signature of applicant _____ Date _____

Name and role of the applicant _____

9. Signature of person signing on behalf of St Martin's, Cambridge, PCC:

Name and role of the representative of St Martin's PCC: Facilities Manager

Date:

Please note that in the event of this booking being cancelled we reserve the right to charge an admin fee of £15.

A signed copy of this form to be given to the applicant.