**+Christian Life Church (CLC) Buildings**

## Building Hire Form

**Booking background**

|  |  |
| --- | --- |
| Event name |  |
| Description  |  |
| History  | Previous held / Brand newDetails: |
| Frequency  | One off / Weekly / Monthly / AnnualOther: |

**Contact details**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone |  |
| Business |  |

**Key information**

|  |  |
| --- | --- |
| Date/s |  |
| Event start time |  | Event end time |  |
| Set up start time |  | Clear down end time |  |

Access to be given from set up start time to clear down end time.

**Building and rooms**

Please see ‘CLC Buildings to Hire’ for more information about the building, rooms and prices.

*CLC Main Building*

Please tick the rooms that are required.

|  |  |  |  |
| --- | --- | --- | --- |
| Auditorium  | The City Room | The Gallery  | Kitchen  |
|  |  |  |  |

If Main Auditorium is being used, please tick which other facilities are intended to be used.

|  |  |  |
| --- | --- | --- |
| Screen | Audio  | Stage lights |
|  |  |  |

Technical support to be discussed with Christian Life Church and for external bookings may incur an additional fee.

**Layout**

Layout of rooms (tables, chairs etc) to be discussed with Christian Life Church (CLC).

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|  |

*Centre Building*

Please tick the rooms that are required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Centre Hall | Centre Hall Kitchen  | Board Room | Lounge | Dining  | Dining Kitchen |
|  |  |  |  |  |  |

**Kitchen**

If any kitchen is being used, how and what is it being used for?

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|  |

**Costs**

To be discussed and agreed with Christian Life Church (CLC).

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|  |

Office Admin

|  |  |
| --- | --- |
| Booking Year / Month (example 1812) \* |  |

**Terms and Conditions**

Please sign here to agree to the ‘Building Hire Terms and Conditions’.

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|  |

Once this form is completed please email it to Phil via **phil.jones@weareclc.co.uk**