



SMM Booking Form Regulars & Occassionals

We agree to permit you to use, and you agree to use, the Hired Space for the period of hire and for the purpose of hire (as set out below) on the terms and conditions for the Hire of Space at St Mary Magdalene, Wandsworth Common (a copy of which is on our website). Subject to our acceptance of your booking and receipt of the booking fee, this Booking Form together with those terms and conditions, comprise a binding licence agreement between you and us.

Hired Space (please circle): **Main Church** **Parish Hall** **Church Hall** **Vestry Hall**

Any other rooms or facilities/special details:

Period of Hire (date and times): From: To:

For Regular & Occasional Hirers (any additional details):

Purpose of Hire:

Total licence fee: £.....

Balance: £..... payable on or before.....

Damage deposit: £150.00 payable on or before.....

Your bank details (for return of damage deposit): Account name: Account number:.....

Bank name: Branch:..... Sort Code:

For Regular Users Only:

Booking fee: £.....

First instalment: £..... payable on or before.....

Subsequent instalments: £..... payable on or before.....

Damage deposit: £..... payable on or before.....

All payments should be made by online transfer into our account with CAF Bank (Account name: The PCC of the Ecclesiastical Parish of St Mary Magdalene; Sort Code: [40-52-40]; Account Number 00031191) giving your name and date of hire as reference. If this is not possible, then payments should be made by cheque payable to "The PCC of the Ecclesiastical Parish of St Mary Magdalene".

Your signature: Date:.....

Please print name

Address:

Telephone:(mobile)

Email:

On behalf of (Organisation):.....

When completed, please return this form to the Parish Administrator at the Parish Office, 10a Wiseton Road, London, SW17 7EE; email: info@smmwandsworth.org.uk (020 8672 2206)