



St Marys Arts Centre,
Sandwich
HIRE BOOKING FORM

Thank you for your interest in using one of the churches in our care. Your support helps fund our conservation work, enabling us to maintain these historic buildings and save them for future generations. Please note that your booking remains provisional until you have returned the completed booking form and paid the fee.

A. APPLICANT DETAILS

Contact Name:
Organisation (if applicable):
Address:
Telephone Number:
Email Address:
Website Address (if applicable):

B. EVENT DETAILS

Event Title:
Is this event being run by a CCT Friends Group / Volunteer to raise money for the CCT (please delete as appropriate) Yes / No
Date(s) and time of Event(s):
Church venue:
Nature of Event (if not self explanatory):
Estimated number of attendees:
Are extra days/half-days required before/after the event to set up/dismantle, or for rehearsals? If so, please give details and note that extra charges will apply.:

Is the event free to visitors?

Will the event be ticketed? If so, please give price of tickets and details of how they can be purchased:

Is the event being stewarded? If yes, please give details:

Please note that you do not need to obtain your own licence to serve alcohol on our premises.

C. INSURANCE

I confirm that, as the event organiser, I have a public liability insurance policy, which includes an indemnity principle.

Name Signature

Please send a copy of your insurance certificate with this booking form.

D. FEE DETAILS

Details/fee agreed:

On receipt of your completed booking form, you will be issued an invoice which will include payment details and terms.

E. OTHER

The CCT would like to list details of public events on its website and will automatically do so unless you indicate otherwise. The website listing will include contact details. I **agree/do not agree** that the event be listed on the website.

The CCT asks you to **use its name and logo on any promotional material**. A logo can be provided on request.

It is the responsibility of the hirer to **note the number of people who attend your event** in the Visitors Book at the venue (e.g. 2/6/11 Charity Concert, 130 visitors).

Please note that CCT churches **do not have their own parking spaces**.

Confirmed bookings are **non-refundable**.

A **risk assessment** must be completed.

In exceptional circumstances, it may be necessary to cancel a booking and we will advise you as soon as possible should this occur.

If you wish to cancel a confirmed booking please let us know with as much notice as possible. Booking fees are non-refundable.

I have read and agree to the terms set out in the attached conditions of hire

SIGNED:

PRINT NAME:

DATE:

OFFICE USE ONLY

Booking accepted on behalf of the Trust:
Signature:
Print Name:
Date:

Promoting an event on the CCT website – the information we need

If you would like us to help promote your event by listing details on the CCT website, please fill in the information below.

Please give us as much information as possible and include details that make your event sound welcoming and interesting. We may edit some information for consistency across our event listings.

*** Without the asterisked info, we can't post the event up.**

Event details

*Title of event (appears as the main heading):

Summary (one or two lines that appear between the title and description):

Description: As much info as you like about your event – please try to flag up anything interesting (e.g. the name of the musician or artist etc).

*Start Date: DD/MM/Year

*End Date: DD/MM/Year

* Start and end time (for public access, not including set-up time)

Images help to make the event look more attractive. If possible, please send us a **landscape** photo to help promote the event. If not feasible, we may upload an image of the church or an appropriate seasonal photo.

Ticket details - price (including concessionary rates if applicable) and details of how people can buy them:

Contact Information (please be aware that this will be shared on our website, only give details if you are happy for this to be shared)

publically).

*Contact Name:

Telephone:

*Email:

External Link: A weblink to your website (optional but also very helpful)