

**CHIPPING SODBURY BAPTIST CHURCH**

High Street, Chipping Sodbury,  
S. Glouc., BS37 6AH.

**Tel:** 01454 313023 **Email:** [office@cs-bc.org.uk](mailto:office@cs-bc.org.uk)  
Charity Number: 1129527



**ROOM BOOKING ENQUIRY FORM**

Please use Block Capitals <b>Name of Organisation:</b> .....	Internal Booking	
	External Booking	
<b>Name of Person Booking:</b> .....	<b>Tel. No:</b> .....	
<b>Date of Request:</b> .....	<b>Email:</b> .....	

<b>Booking Requirements</b>		<b>Length of Hire:</b> (Minimum 2 hours to include set up and clear up)
<b>Day:</b>	<b>Date/s:</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Event</b> (Please give details)  Anticipated numbers attending the event:	Single Booking/s:	Yes / No
	Regular Booking:	Yes / No
	Frequency:.....	

<b>Special Requirements</b>			
<b>Seating</b>	Yes / No	<b>Multi Media</b>	Yes / No
<b>Tables</b>	Yes / No	<b>Power</b>	Yes / No
<b>Internet</b>	Yes / No	<b>Kitchen</b>	Yes / No
<b>Other</b> (please specify) .....			

<b>Signed by the authorised person responsible for the booking</b> (please read notes on the reverse)	
..... <b>Print</b> .....	..... <b>Date</b> .....

<b>For office use only:</b>	<b>Request Agreed</b>	Yes / No	<b>Hirer notified - Date</b> .....
<b>Signed:</b> .....	<b>Room/s Allocated:</b> .....		
<b>Invoice No:</b> .....	<b>Date:</b> .....		

**Please Note:**

- \* Single use or short-term bookings (less than 3 dates) must be submitted at least two weeks prior to the date required.
- \* Multiple, long-term bookings (over 3 dates and up to 6 months) or larger scale bookings of multiple rooms must be submitted at least 8 weeks prior to the date required.
- \* Long-term bookings will be reviewed on a six monthly basis, ten weeks before the end of the booking period. We will notify you to confirm whether or not a further six month period is available.
- \* Completion of this Enquiry form **is not a guarantee** of Room Hire.
- \* Your booking request will be forwarded to the Leadership Team and we will contact you with their decision as soon as possible.
- \* All external bookings must complete a formal Contract Hire form.
- \* We make every effort to prepare your room to a high standard. We ask that you leave the room in the same condition at the end of the hire. Thank you.
- \* If you have any questions or would like more information, please contact the Church office (details in the attached letter).
- \* A £20 deposit will be required for each booking and will be returned upon completion of hire providing the room/s have been left clean and tidy and the hire charge has been paid in full.