

Fathers House Elim Church  
Owen Road  
Skerton  
Lancaster  
LA1 2AP  
Tel: 01524 63770  
[www.fathers-house.co.uk](http://www.fathers-house.co.uk)  
[fathershouse Lancaster@gmail.com](mailto:fathershouse Lancaster@gmail.com)

## **Provisional Room Booking Form**

**Café & Kitchen Hire – Children’s Parties / Parties up to 30 people**

**Main Hall – Conferences / Wedding Ceremonies / General meetings up to 130 people**

**Lounge Room – Small meeting up to 10 people**

Room to be Used:		
Date of Hire:		
Period of Hire (Times)	From:	To:
Purpose of Hire:		
Name of Hirer:		
Address:		
Contact Details: EMAIL AND TELEPHONE NUMBERS		
Invoice Address: (If different from above)		
Venue hire cost:		
Additional costs: <b>Catering costs must be paid before the venue hire date.</b>		

**Please turn over the page**

<p><b>Please inform the church at the time of booking the venue if you are going to be including any activities within your booking.</b></p> <p><b>We have included a few below....</b></p>	
<p>Bouncy Castle- These can be installed on the front car park</p> <p><b>(We will require an in date public liability insurance certificate- it is the responsibility of the venue hirer to obtain a copy of the certificate from the bouncy castle provider and to pass this to the church administrator)</b></p>	
Own music equipment	
Any electrical equipment	
Balloon gas cylinders	

I confirm that I am the named hirer as above. I have read the conditions of Booking and agree to abide by them. The completed details above are correct.  
 I will return the completed venue booking form with my £50 deposit.

**We will require an in date public liability and cover for church property damages insurance certificate- it is the responsibility of the venue hirer to obtain adequate insurance for room hire.**

**Payment will be due within 14 days of receiving an invoice.**

Dated:	
Hirers Signature	
Signed on behalf of Fathers House	

**PLEASE RETURN THE COMPLETED VENUE BOOKING FORM & DEPOSIT TO:**

**CHURCH ADMINISTRATOR**  
**Fathers House Elim Church**  
**Owen Road**  
**Lancaster**  
**LA1 2AP**

[fathershouse Lancaster@gmail.com](mailto:fathershouse Lancaster@gmail.com)

Reg Charity No: 251549