

The Heritage Chapel and Halls



Park Road,
Rushden,
Northants,
NN10 0RW

Registered Charity No. 1174622

Janine Musson,
Treasurer

Tel: 01933 350405
Email: Janine.musson@ntlworld.com

17, Loseby Close,
Rushden,
Northants,
NN10 9HT

HIRING/BOOKING FORM

Booking Number		Invoice Number	
----------------	--	----------------	--

NAME OF ORGANISATION		
1ST CONTACT NAME	ADDRESS	
		E.MAIL
		TEL. NO.
Post Code		

2ND CONTACT NAME	ADDRESS	
		E.MAIL
		TEL. NO.
Post Code		

Day/Date(s) Required		
Please give details of proposed booking		
Rooms Required		
Hall <input type="checkbox"/>	Room 1 – Back Hall (Guild Room)	
Hall and Kitchen <input type="checkbox"/>	Room 2 – John Black Room	<input type="checkbox"/>

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times Required Number of Attendees						
Hire Fee for regular hirings Church Service/Weddings/Funerals For single bookings payable 1 month in advance				£15 per hour, £5 kitchen For all Church services £300 £20 per hour		
For regular bookings payable monthly or as arranged with the Treasurer.				£		

The Heritage Chapel and Halls are committed to:

- *the care and nurture of, and respectful pastoral ministry with, all children, young people and all adults*
- *the safeguarding and protection of children, young people and all vulnerable adults*

It is the responsibility of each one of us to prevent physical, sexual or emotional abuse of children and young people and vulnerable adults and to respond quickly when this occurs.

The Heritage Chapel and Halls reserves the right to, on occasion, cancel a date booked by the Hirer, because of special circumstances such as a funeral or an emergency church meeting. The Hirer will, if possible be offered an alternative day/date or if this is not possible that date's fee will be waived. The Hirer will be given, if possible, 14 days notice in writing that this will happen.

All Hirers must not leave rubbish bags, cartons, boxes etc. – all these items must be cleared from the building and not left behind. All chairs and tables should be stacked away and the rooms left tidy as they were found.

ON COMPLETION OF THIS FORM, PLEASE FORWARD TO JANINE MUSSON, TREASURER, 17, LOSEBY CLOSE, RUSHDEN, NORTHANTS, NN10 9HT

EMAIL: Janine.musson@ntlworld.com