



## EASTER CENTRE – BOOKING FORM

Please read the Terms and Conditions of Use in full (at <https://www.stjohnsegham.com/wp-content/uploads/2019/01/EasterCentreTerms-andConditions-revised-7.1.2019.pdf>) and the Health and Safety Guidelines (at <https://www.stjohnsegham.com/wp-content/uploads/2018/12/EASTER-CENTRE-HS-Policy-2018-with-notes-from-DW-May-2018.pdf>) as they cover important information in relation to your use of the Easter Centre.

### Details of the Booking:

Date:

Start time: ..... Finish time: ..... (to include setting up and clearing away)

Nature of event:

Organiser name:

Organisation:

Address:

Telephone:

E-mail:

Contact name and mobile number during the Event:

Details of Catering being provided during event .....

Please note Food Hygiene Certificates may be required) – please refer to Catering and Hygiene Policy (at <https://www.stjohnsegham.com/wp-content/uploads/2019/01/Catering-and-Hygiene-Policy-for-the-Easter-Centre-Jan-2019.pdf>) and Home Preparation Guidelines and Procedures (at <https://www.stjohnsegham.com/wp-content/uploads/2019/01/St-Johns-Home-Food-Preparation-Guidelines-and-Procedures.pdf>)

Audio visual equipment – if to be used has agreement been given ?

I confirm that I have read, understood and agree to comply with the Terms and Conditions of Use, the Health and Safety guidelines and the Catering and Hygiene Policy for users of the Easter Centre.

I attach copies of relevant liability insurance and accept responsibility for any damage to the property as a result of the event and will leave the building in a clean state, removing any rubbish which results from our use. I accept responsibility for obtaining appropriate Performing Rights Licences and Liabilities Insurance.

.....  
**Name**

.....  
**Signature**

.....  
**Date**

Please return completed booking form and any donation you may wish to make for the upkeep of the Centre to the Church Office:

St John's Church Office, Easter Centre, Manor Farm Lane, Egham, Surrey TW20 9HR

Telephone: 01784 605400

Email: [office@stjohnsegham.com](mailto:office@stjohnsegham.com)