

St Giles Church
Parish of the Ascension

Date received (office use) Reference (office use)

BOOKING INFORMATION FORM

To be completed for all lettings of the church

Details of hirer or person responsible for booking the church*

* (This information is gathered, processed and stored in compliance with the terms of our Data Privacy Notice, which can be read online here, with print copies available on request from the Parish Office: <http://www.churchatcastle.org/sites/default/files/Ascension%20Parish%20privacy%20notice.pdf>)

Name:

Organisation:

Telephone: **Email:**

1. Name of event: **Type:** (rehearsal/concert etc)

2. Date(s) and times of hire (including set-up):
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FACILITIES

1. Seating arrangements. Please note that the church furniture must not be moved without prior consent and advice.

Rehearsal Layout
Up to 50 folding chairs are available for use at the West end of the nave.

Standard Layout
84 forward-facing seats.

Other Layout
116 additional folding seats are available for performers and audience. Please specify the numbers needed for performers. and audience

2. Kitchenette

Please give details of any refreshments that you will provide.
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3. Sound and Lighting

Please specify any additional requirements
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4. Parking

Parking space is extremely limited. It is essential to check availability at the time of booking.

Requirements

5. Use of piano or organ

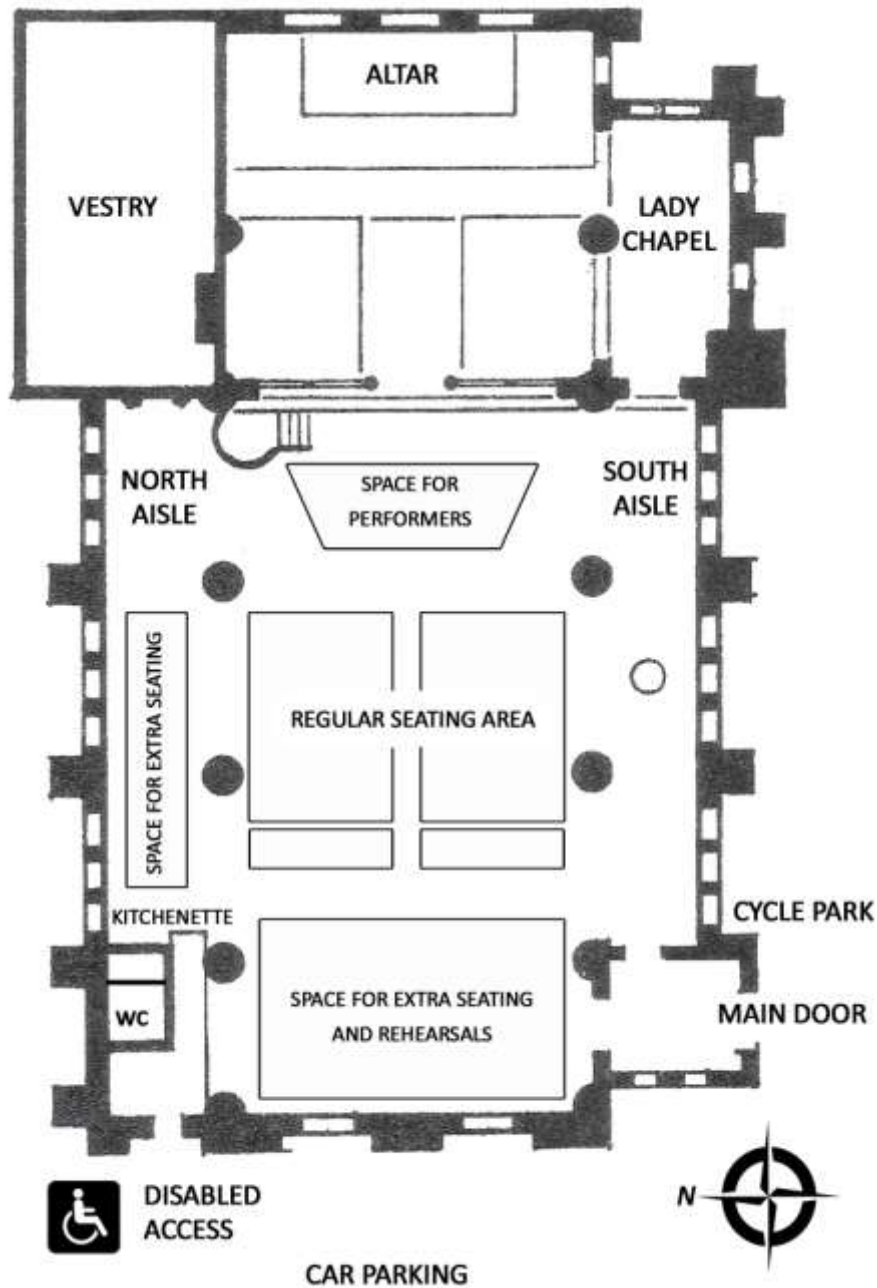
You must have permission to use the grand piano or organ, for which there is a small charge. Hirers are welcome to use the upright piano free of charge.

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6. Other requirements

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Please send this completed return to:

Ascension Parish Office, St. Giles' Church, Castle St, Cambridge CB3 0AQ, F.A.O. Sheila Rozeik
Email: office@churchatcastle.org