

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 found online here (<https://www.churchatcastle.org/privacy-policy>) with print copies available on request from the Parish Office:

Name:

Organisation:

Telephone: **Email:**

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

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

1. Audience 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 (please indicate arrangement on the plan on page 2)
116 additional folding seats are available for performers and audience. Please specify the numbers needed for performers. and audience

2. Performers. Please mark on the plan the area occupied by the performers in relation to the audience.

3. Kitchenette

Please give details of any refreshments that you will provide NB *crockery and some cutlery is available.*
The use of plastic cups and cutlery is against our Environmental Policy

4. Sound and Lighting

We have a sound system (loop) which may be used with prior permission. Please specify any additional requirements

5. Parking

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

Requirements

6. Use of piano or organ

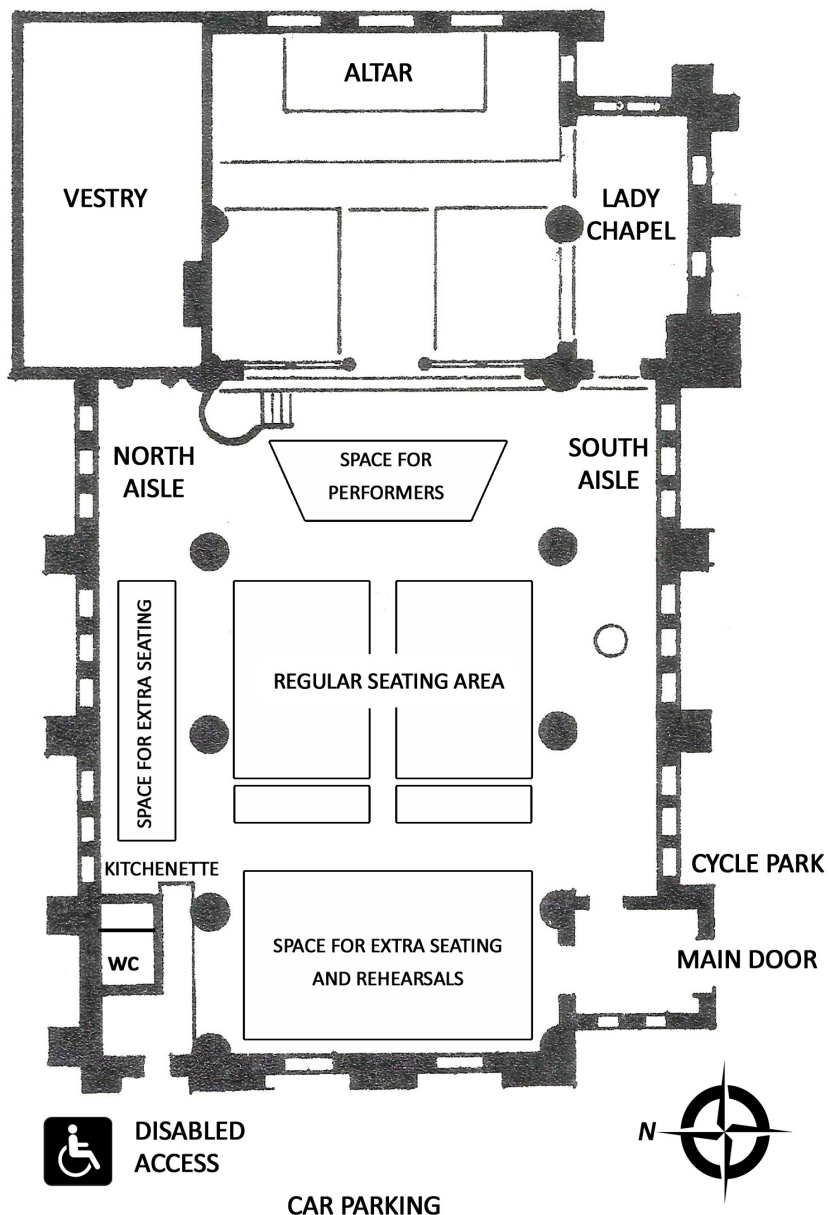
You must have permission to use the grand piano or organ, for which there is a small charge. Hirers are welcome to use the upright piano free of charge.

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7. Other requirements

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Please return this form completed to:

Ascension Parish Office, St Giles' Church, Castle Street, Cambridge CB3 0AQ , F.A.O. Sheila Rozeik

Email: stgilescambridge@gmail.com