

## 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): .....

**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 .....*  
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**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**

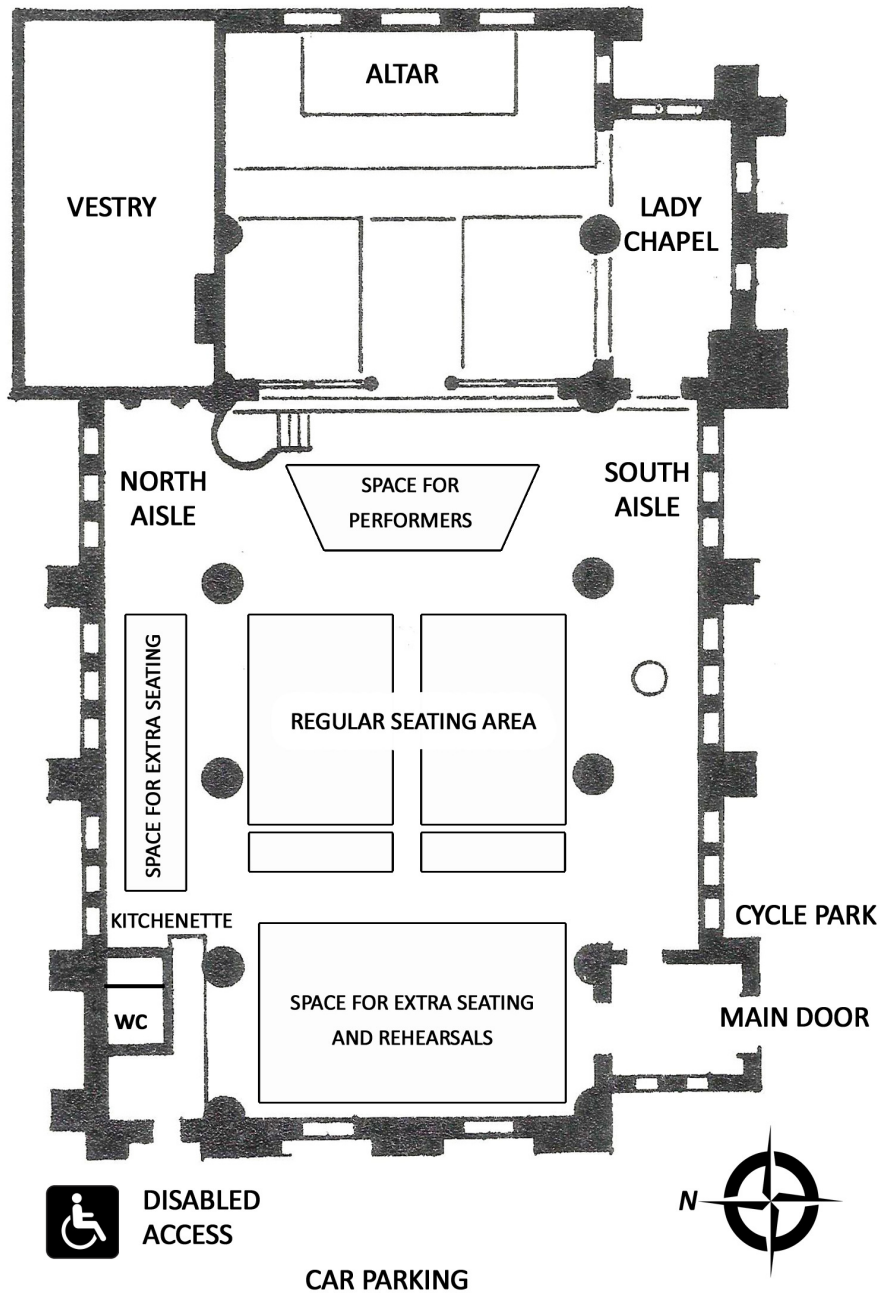
*You must have permission to use the grand piano or organ, for which there is a small charge. Hirers are welcome to use the upright piano free of charge.*

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**7. Other requirements**

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**Please return this form completed to:**

Ascension Parish Office, The Old School, Harvey Goodwin Avenue, Cambridge CB4 3E, F.A.O. Sheila Rozeik Email: [stgilescambridge@gmail.com](mailto:stgilescambridge@gmail.com)