**Runcorn Christian Church**

Application for Rental – General (as at 1st January 2023)

***Important:*** *Please complete all information and return ASAP. Church rental will be null and void if this form is not completed.*

Full Name of Hirer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Hirer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Requirements*  *Cost*** *(incl GST)*

(Please place a tick in the box for what you require)

Hire of church or hall ð $

Sound Engineer ð $

(Note: If you intent to use any of the church’s sound or

video equipment you will require an approved RCC sound person)

Bond ð $500 refundable Bond

\_\_\_\_\_\_\_\_\_\_\_\_\_

Total

*Please Note:*

1. *Bookings are placed on the church calendar upon the receipt of this signed application and the* ***$500 refundable bond****.*
2. *Full rental is required* ***2 weeks*** *before the event.*

Payment method: Direct deposit

Account Name: Runcorn Christian Church | BSB: 064 118 | Account Number: 10006 080

*For office use only*

|  |  |  |
| --- | --- | --- |
|  | Amount Received | Date Received |
| Refundable Bond |  |  |
| Rental |  |  |

**I have completed this application and I have read and understood and agree to the conditions of hire (see below).**

Signature of Renter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Conditions of Hire for Runcorn Christian Church**

1. Facilities (including surrounding outside areas) must be left clean.
2. Damage to walls, floors, equipment, or furnishings of the room(s) must be reported. In the event of damage, the renter will be charged for any repairs required.
3. Office areas and office equipment are not to be used.
4. The sound system, computer and projector in the main auditorium and meeting room at the rear of the church are not to be used under any circumstance, unless operated by an approved church sound operator.
5. Smoking is not permitted in the building at all.
6. Alcohol is not to be consumed on church premises.
7. The church piano must not be moved.