

Application for the use of the Church and / or Church Halls.

You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm.

1. Name and address of applicant

Tel (p)(w)

Email address

2. Time of room(s) usage

Beginning at Date (day, month, year) Time.....

Finishing at Date (day, month, year) Time.....

The premises must be vacated by 10pm at the very latest.

3. Type of Event

4. Person in charge of event

Phone number if different from above

5. Number of people attending the event

6. Room usage (please tick)

Church

Upper Hall

Lower Hall

Upper Kitchen

Lower Kitchen

Outer Office

7. Equipment usage (please list/tick)

Audiovisual services*

Organ

Piano

Coffee machine

Dishwasher

Kitchen equipment

Ovens

Any other request

After reading the regulations and costs involved in renting the premises, please return this form, completed, to St Ursula's Church Office, Jubiläumsplatz 2, 3005 Berne. You will receive a copy of the form with a payment slip when your reservation has been confirmed.

* An amplifier, mixer and microphone(s) with stands are available, together with hearing loop ear phones and additional free standing speakers. There is also a laptop computer and a digital projector.

Date Applicant's signature

Office use: Payment slip number:

Date:Signature (Church Administrator)