Events Booking Form (A)

(Main Church Building)

aberdeenstreet@coogop.org.uk

Aberdeen Street
Church Of God Of Prophecy
Birmingham B18 7DL

0121-551-3919

NAME OF PERSON/ORGANISATION BOOKING THE EVENT

Full Name :

Organisation :

INDIVIDUAL/ORGANISATION CONTACT DETAILS

Full Address

City : County :

Postal Code : Country :

Phone Number : Email Address :

PUBLIC LIABILITY INSURANCE DETAILS

Policy Holder : Policy Number

Contact details :

Effective date : End Date :

Insurance Company details :

Please provide a copy of the indemnity Policy

AGREEMENTS (THESE MUST BE COMPLETED WITH THIS BOOKING FORM)

	Yes	No
I have reviewed and signed the booking hire policy		
I have submitted my security deposit of £150 towards my event booking		
I have reviewed and signed the booking hire Terms and Conditions		

I affirm that my answers are truthful and thorough, recognizing that supplying false information could result in termination of my event

Date : Signature :

Reverse Side

EVENT INFORMATION

Event Name : Event Type

Event Start Tome : Break Time Finish Time

Access time : Site Leave time :

ROOM/ AREA REQUIRED (PLEASE TICK)

Main Auditorium	**First Floor Hall**	**first Floor small room**	**Overflow ground floor**	**Hospitality room**	**Car Park**

ADDITIONAL HIRE ITEMS/ SEPERATE CHARGES MAY APPLY (PLEASE TICK)

Projection	**PA System**	**Keyboard player**	**Singer/s**	**Mucisians full Band**	**Stage Manager**

CATERING/BEVERAGES/PROVISIONS

Do you require refreshments Yes/No Date : Time :

We will contact you to discuss your requirements including Costs

PAYMENT/FEES/ WITH THIS BOOKING FORM (PLEASE TICK)

Please Note : Full payment is required at least 10 days before the event.

Church Banking Details

Payment Reference: Name of booking Event

Account Name: Church of God of Prophecy	**Account No : 40706311**	**Account Sort No: 60-22-22**