



COLKINS MILL CHURCH
...part of God's family in Mayfield

BOOKING FORM

INFORMATION FOR ALL USERS:

Key collection is from Burnett's Estate Agents in the village. Weekend hirers please collect before Friday evening.

Heating is programmed in advance by the Administrator and should be ready for your booking.

The kitchen is available for use. There are instructions for the electric cooker in the corner cupboard. Crockery and cutlery are available and the domestic dishwasher may be used. Dishwasher tablets and general cleaning materials are in the cupboard below the sink.

Other facilities: There are 10 folding tables in the cupboard in the games room. Please return chairs to the stacks they came from. Please do not use any other Church equipment unless by agreement.

Please leave the place clean and tidy.

Safety: Don't obstruct the doors or exits. Hirers should note the positions of fire extinguishers. Children under 14 are not allowed in the kitchen unless supervised by an adult. There is a telephone and a first aid box in the cupboard by the cooker. The post code of the Church for emergency services is TN20 6BT.

Accidents: Accidents that require medical assistance should be reported to the Administrator, and logged in the Accident Book in the cupboard by the cooker.

Hourly charge is £10 unless otherwise agreed.

Payment by bank transfer or cheque to Colkins Mill Evangelical Free Church Sort code: 20 88 13 Acct: 40257400

BOOKING DETAILS

Please remember that this building is a Church. It is important to us that the building is being used for purposes consistent with Christian values and we will ask for information about your event. There is a capacity limit of 50 people for hiring. We allow very limited use of alcohol – just as part of a meal being served. We don't permit bars to be run – whether free or charged, and we don't host adult parties, though are happy to host children's parties.

Name of person hiring: organisation:

Contact phone: email address:

Date for proposed hire:
(or details for regular hire)

Times (from and to): including setup and cleaning time

Description of the event :

- Areas required (please tick):
- Main hall
 - Café area
 - Kitchen
 - Games room

Signed:
Date:

Please return this form to the Bookings Administrator:
Joy Pettit at The Shopping Basket, 3, Station Road, Mayfield, TN20 6BL
Email: colkinsmill@gmail.com
Telephone number: 01435 873231