

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 event

Beginning at Date (day, month, year) Time

Finishing at Date (day, month, year) Time

3. Person in charge of event

Phone number if different from above

4. Number of people attending the event

5. Room usage (please indicate)

Church

Upper Hall

Lower Hall

Upper Kitchen

Lower Kitchen

Outer Office

Equipment usage (please indicate)

Overhead projector

T.V, video, beamer

Organ

Piano

Coffee machine

Dishwasher

Kitchen equipment

Ovens

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.

Date

Applicant's signature

Office use: Date
Signature (Church administrator)
Payment slip number: