

The Ark Booking Form

St John the Baptist, Church Lane, Okewood Hill, Dorking RH5 5QT

Please check for availability before completing form by calling Gill on 01306 712594

Yellow highlighted fields are for filling in.

Contact Details

Organisation:

Contact name:

Address:

Postcode:

Telephone:

email:

Cost of Hall Hire : £8 per hour

Date required

Time required

Please give approx time of arrival

Will you require access to the church

Between 1st Oct - 1st May there will be an extra fuel charge of £10 per booking.

Hours required @ £8 per hour

Fuel Surcharge if applicable

Resources Hire:

Projector Screen/Stand

Free

T.V. & Video/DVD

£5

Tape & CD Player

£5

Flip Chart

£5

Dry Wipe Board & pens

£5

Total Cost

Please note:

- (1) Maximum number of people **60**
- (2) Use of chairs and tables and children's chairs & tables is included in cost of hire
- (3) Use of kitchen, crockery and cutlery are included in the cost of hire

Special Requirements:

Signed:

Once form is completed please post or email it to: **The Parish Office, The Rectory, Stane Street, Ockley, Dorking RH5 5SY - ockleyparish@tiscali.co.uk**