



**Kingsway Christian Centre
Venue and Equipment Hire**

Event Organiser

Event

Contact Number

| Date(s) Required | Time(s) Required | |
|------------------|------------------|-----|
| | From: | To: |
| | | |
| | | |
| | | |

Do you need the facility setup a certain way **YES / NO** (please attach diagram).
NB: setup charges apply.

| Items | Number Required |
|-----------------|-----------------|
| Seating | |
| Microphone | |
| Lectern | |
| Sound Equipment | |
| Data Projector | |
| Trestle Tables | |
| Kitchen | |

Will you be having refreshments in the facility? **YES / NO**

Do you require use of the kitchen? **YES / NO**

Who will be cleaning/washing up? _____

(Note: Additional charge at a rate of \$30 per hour or parts thereof will be applicable if KCC is required to wash up after facility hire).

Hire Fees: \$ _____ which, unless otherwise agreed in writing shall be paid in accordance with General Condition 1. Please contact KCC at venuehire@salekingsway.com or phone 035144 5370 to discuss the schedule of hiring fees.

Hire Agreement: I/We, by our signing, acknowledge that we have read, understand and agree to be bound by the conditions of hire both General and Special (if any) as set out on the back of this form.

X _____ (Hirer) X _____ (KCC Coordinator) Date: ____/____/____

Note: Technical support for your event may be requested and is dependent upon availability, Technical support rates are \$80 per hour or par thereof for the first technician each additional technician will be charged at \$60 per hour or part there. KCC will be responsible to determine technical support requirements and availability at KCC discretion in consultation with the hirer.