

St Giles Church  
Parish of the Ascension

Date received (office use) ..... Reference (office use) .....

**BOOKING INFORMATION FORM**

To be completed for all lettings of the church

**Details of hirer or person responsible for booking the church**

**Name:** .....

**Organisation:** .....

**Telephone:** ..... **Email:** .....

**1. Name of event:** ..... **Type:** (rehearsal/concert etc) .....

**2. Date(s) and times of hire** (including set-up):  
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**FACILITIES**

**1. Seating arrangements.** Please note that the church furniture must not be moved without prior consent and advice.

Rehearsal Layout

Up to 50 folding chairs are available for use at the West end of the nave.

Standard Layout

84 forward-facing seats.

Other Layout

116 additional folding seats are available for performers and audience. Please specify the numbers needed for performers. .... and audience .....

**2. Kitchenette**

Please give details of any refreshments that you will provide. ....

**3. Sound and Lighting**

Please specify any additional requirements .....

**4. Parking**

Parking space is extremely limited. It is essential to check availability at the time of booking.

Requirements .....

**5. Use of piano or organ**

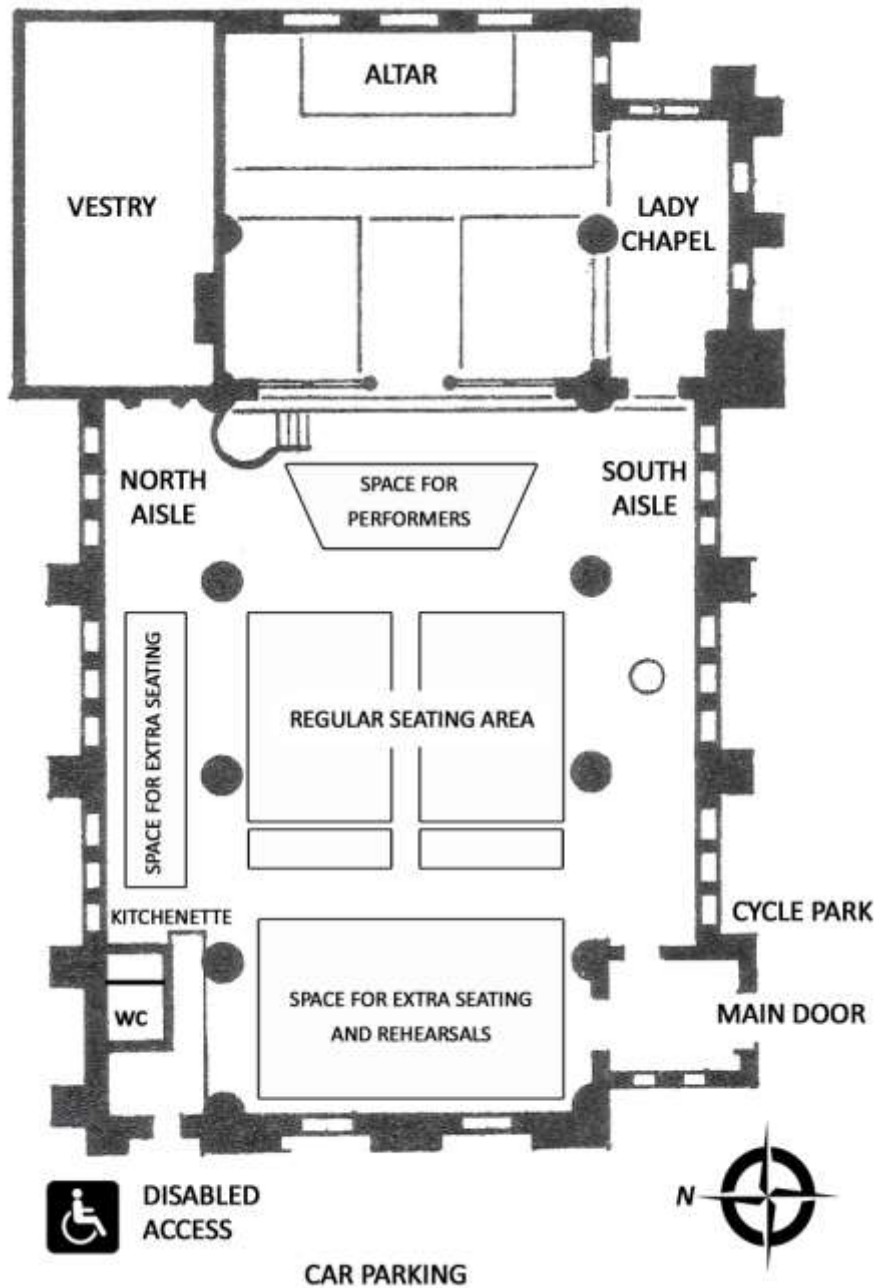
*You must have permission to use the grand piano or organ. Hirers are welcome to use the upright piano free of charge.*

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**6. Other requirements**

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***Please send this completed return to:***

Ascension Parish Office, St. Giles' Church, Castle St, Cambridge CB3 0AQ, F.A.O. Sheila Rozeik  
Email: [office@churchatcastle.org](mailto:office@churchatcastle.org)