

APPLICATION: USE OF CHURCH HALL OR LOUNGE

KENILWORTH COMMUNITY PRESBYTERIAN CHURCH

294 Main Road, Kenilworth, 7708

Tel/Fax No: (021) 762 1598 (office hours) or Peter Engels 082-888-0400

E-Mail: office@kenilworth-presbyterian.org.za and: peter@engels.co.za

Office hours: 9:00am to 1:00pm Tuesdays and Fridays

Thank you for your enquiry. We are happy to receive your request for the use of our facilities. Please complete this application and return it as soon as possible for our consideration. All the information you will need is set out below and also the details we will need in order to review your application.

Once-off Contribution to the Church For Use of facilities		
Item	CONTRIBUTION to the Church	
Use of Hall ↗ ↗	R750.00 / Evening OR Half day	R1500.00 / day (08h:00-17h00)*
Use of Templeton House Lounge ↗ ↗	R650.00 / Evening OR Half day	R1200.00 / day (08h:00-17h00)*

* or as agreed

Long-Term Fees: For Ongoing Use of Facilities (An agreement is entered into)		
Item	CONTRIBUTION to the Church	
Use of Hall ↗	Long term: R70.00 / hour	Medium/Short term: R100.00 / hour
Use of Templeton House Lounge ↗	Long term: R70.00 / hour	Medium/Short term: R100.00 / hour

↗	A catering fee is not provided for. This can be negotiated. Alternatively, kitchen facilities are available for self-catering at an agreed contribution to costs.
↗	Alcohol is not permitted on the premises.
Note:	1. All contributions must reach us one week before the date of your event.
	2. Keys to gain access to the buildings in question may be obtained by arrangement with the church office. Our Secretary can help in this regard or Peter Engels 082-888-0400.
Please Note: availability is subject to existing users of our facilities, days and times.	

INFORMATION REQUIRED	Application Submission Date:
1	Contact information of the applicant:
	Name and Surname of applicant:
	Name of Organization the applicant is representing if applying on their behalf:
	Telephone and/or Cellphone Number:
	Fax Number:
	E-Mail address:
2	Date of the event:
3	Start AND End times of event:
4	Please state briefly below the nature of the event you plan to hold:

Thank you once again for your enquiry. Your request will receive our best attention and we will inform you of the outcome of your application as soon as possible.

Yours faithfully:

Office Administration

Bank Details : STANDARD BANK of S.A. Ltd Branch: Claremont Branch Code: 02510901

Account Holder: KENILWORTH COMMUNITY PRESBYTERIAN CHURCH

Current Acc.No. 071889795 **All EFT payments - Reference - 'Hall.' and Applicant name**