Worship Centre THUC User (Internal) Booking Request Form		Application date		
Our user group wishes to make a firm booking for the period outlined below.				
THUC User Group				
Contact Name & Telephone Nos:		Home:		
		Mob:		
Date\Day: eg 25\12\08 - Thursday				
Time required	Start Time: Finish Time: (no later than 10:30pm)			
First arrival until latest departure				
Numbers expected				
Room(s) required				
Eg: If you need to kitchen, say so				
Access arrangements				
Who will be the normal access person?				

Ongoing bookings (eg Regular Committee Meetings)

Due to the multi-use arrangements in place for the Church Centre, you will need to re-confirm your booking requirements at least 1 month prior to the expiry of this booking period.*** Changes to single use and multi-use bookings should be advised ASAP when known.

Information required should be returned to the Centre Booking Co-Ordinator on this sheet by either fax or mail. Electronic requests can also be made. The same needs to apply for periodic meeting users (eg: Church Council/Elders/Property/Mission/English Conversation/Adult Fellowship/any other groups the uses the Complex.)

**N.B. THE BOOKING PERIOD GOES FROM JANUARY TO DECEMBER

Periodic user should show the actual dates/days below

Day	Date	Day	Date