

**BISHOP'S STORTFORD TOWN COUNCIL  
APPLICATION FOR USE OF CHAPEL IN THE OLD CEMETERY**



This application is to be received at the Office of the Chief Executive to the Town Council, The Old Monastery, Windhill, Bishop's Stortford, Herts, CM23 2ND, not less than three clear working days prior to any booking (exclusive of Saturdays, Sundays, or Public Holidays).



<b>DETAILS OF APPLICANT</b>	
Name, address (including postcode)	
Signature of Applicant:	
Telephone number:	Date:

<b>DETAILS OF CHAPEL USE</b>	<b>Time:</b>	<b>Date;</b>
Extra Chairs required Yes / No		

<b>FOR OFFICE USE ONLY</b>	
Use of Chapel Fee: (20 Chairs)	£115.00
Extra Chairs (Maximum 12)	£25.00
<b>BACs / Cheque / Cash Received date:</b>	<b>Total</b>
<b>Paid by:</b>	
<b>Signed on behalf of BSTC</b>	

Payment may be made by cash, cheque (made payable to BSTC) or by internet / phone banking.  
Sort code: **30 90 84** (Lloyds) Account no: **00105598**

**Users are welcome to bring their own music devices and there are power points adjacent to the altar and in the cupboard on the left- hand side of the wall inside the entrance.**