

GROUP NAME _____ **GROUP LEADER** _____

(Glencruitten Church Centre charges - **main hall** £10.00 per hour, **Undercroft** £7.50 per hour, **Gallery and kitchen** £7.50 per hour, **Ambo** £6 per hour)

Money taken from members attending Group Meetings does not have to exactly match the cost of hall hire.

Will the cost of electricity cards be included the invoice? _____

If NOT the cost of cards or the coins used in the meter should NOT be deducted from the money collected from members but should be reclaimed using an Expenses Claim Form.

DATE	COST HALL PER SESSION	COST ELECTRIC CARDS	TOTAL COSTS £	NOS PRESENT	CHARGE PER PERSON	AMOUNT ENCLOSED
TOTAL						

To be used for the period 1st January – 30th June or 1st July – 31st December as applicable. Please forward completed forms and cash collected to the Treasurer. Use further forms as necessary...