

PARISH OF ST AGNES WITH ST PAUL AND ST BARNABAS

Hall Booking Form (single events)

This Application Form and Conditions of Hall Hire should be read before completing. No contract exists until a confirmation is signed by the booking officer and returned to the hirer.

NAME OF HIRER			
NAME OF ORGANISATION (if applicable)			
HIRER ADDRESS			
POSTCODE		LANDLINE	
EMAIL		MOBILE	
TYPE OF EVENT / ACTIVITY			
VENUE / FACILITY REQUIRED			
DATE		START TIME	
		END TIME	
ANTICIPATED NUMBERS ATTENDING:			
Adults		Under 16s	
		Organisers	

SPECIFY ANY OTHER REQUIREMENTS e.g. tables, chairs, use of kitchen equipment:

I agree on my behalf, and on behalf of my organisation, to comply with and be bound by, the booking conditions of hall hire as laid down by the Parish of St. Agnes with St. Paul and St. Barnabas. I have seen and agree to abide by the Parish Safeguarding Policy and Good Practice Guides. Please note: the Parish has liability insurance for hirers for private, social events for up to 3 occasions per hirer a year (provided the hirer has no other insurance in place) and with our agreement.

BACS Payment Details are: Bank Name Nat West A/C number 06206093 Sort Code 60-17-21
 Cheques payable to: St Agnes with St Paul and St Barnabas PCC

SIGNED		DATE	
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BOOKING FORM TO BE RETURNED TO:

Mr Charity Mbui. Tel. 07588 424402- St. Agnes
 Rev Leon Collyer Tel. 07714 986462 - St. Pauls
 Mrs Sue Gash. Tel. 0118 9541063 - St. Barnabas

Email form to

OFFICE USE ONLY

Date Form Received		Person Opening		Invoice	
Deposit Securing Booking		Deposit Payment Type BACS/CASH/CHQ		Verified	
Date Balance Due		Date Balance Received		Opening Fee	
Balance Amount		Balance Payment Type BACS/CASH/CHQ		Verified	
Signed					(Booking Officer/churchwarden)