



**Parish Hall
Booking Form**

- Regular / Long Term Use -

(Please complete this form in **BLOCK CAPITALS**)

COMPLETION OF THIS FORM DOES NOT IMPLY THE EXISTENCE OF AN AGREEMENT. CONFIRMATION OF AN AGREEMENT WILL BE FORWARDED BY THE PARISH HALL MANAGEMENT IF THIS APPLICATION IS APPROVED.

Contact Details of the responsible person (must be 18 years or older)			
First Name: _____		Surname: _____	
Address: _____			
_____		Postcode: _____	
Home Phone Number: _____		Mobile Phone Number: _____	
Email Address: _____		Date of Birth: _____	

Details of Booking

Group / Organisation's Name: _____

Day/s Required	Please Tick	Times the Hall is required. <i>(Please include setting up and tidying away)</i>	Number of Hours
Sunday		From: _____ to: _____	
Monday		From: _____ to: _____	
Tuesday		From: _____ to: _____	
Wednesday		From: _____ to: _____	
Thursday		From: _____ to: _____	
Friday		From: _____ to: _____	
Saturday		From: _____ to: _____	

Date the booking will commence: _____ **Approx No. of people:** _____ (150 capacity)

Brief description of activities the hall will be used for:

Areas of the Hall required: *(Please tick)*

Main Hall

Stage

Kitchen

IMPORTANT

We must receive a deposit for £50.00 (Cash only) and booking form 1 week prior to the commencement of the agreement and the rental payment of £12.00 per hour must be paid monthly. (Cash or Cheque)

Cheques made payable to: 'St. George's PCC New Mills'

Name: _____ **Signed:** _____

Date: _____

OFFICE USE ONLY:

Cleared by: _____ Signed: _____ Date: _____