



St. George's Parish Hall

Long Term Booking Form

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

COMPLETION OF THIS FORM DOES NOT CONFIRM A BOOKING.
 CONFIRMATION OF AN AGREEMENT WILL BE FORWARDED BY THE PARISH HALL MANAGER
 IF THE APPLICATION IS APPROVED.

Contact Details of Responsible Person: *(must be 18 years or older)*

First Name: _____ Surname: _____

Group/Organisation's Name: _____

Address: _____

Postcode: _____

Home Phone Number: _____ Mobile Phone Number: _____

Email Address: _____ Date of Birth: _____

Details of Booking

Day/s Required:	Please Tick:	Times the hall is required: PLEASE INCLUDE SETTING UP & TIDYING AWAY	Number of Hours
Sunday		From: _____ am/pm to: _____ am/pm	
Monday		From: _____ am/pm to: _____ am/pm	
Tuesday		From: _____ am/pm to: _____ am/pm	
Wednesday		From: _____ am/pm to: _____ am/pm	
Thursday		From: _____ am/pm to: _____ am/pm	
Friday		From: _____ am/pm to: _____ am/pm	
Saturday		From: _____ am/pm to: _____ am/pm	

Date the booking will commence: _____ Approx No. of people: _____ (120 capacity)

Brief description of activities taking place in the hall:

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

Main Hall

Stage

Kitchen

Please Note: A Food Hygiene Certificate is required if you will be preparing food in the kitchen.

IMPORTANT

We must receive a deposit for £_____ (Cash or Cheque) and completed booking form and agreement 2 weeks prior to the commencement of the agreement and a rental of payment of £_____ per hour must be paid monthly. (Cash or Cheque)

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

Name: _____ Signed: _____

Date: _____

OFFICE USE ONLY:

Cleared by: _____ Signed: _____ Date: _____