



St. George's Parish Hall

Single Use 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

Purpose of Booking: *(Birthday Party, Christening Party, Training, etc.)* _____

Date of Event: _____

Time required: *(Please include any time for setting up and clearing away)* From: _____ am/pm To: _____ am/pm

Total hours required: _____ Approx. Number of Attendees: _____ *(120 people capacity)*

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

Main Hall Only

Stage

Kitchen

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

Entertainment:

Disco DJ

Live Music

Bouncy Castle

None

Alcohol:

Will alcohol be served on the premises? Yes

No

PLEASE NOTE: If alcohol is to be served or sold it is the hirers responsibility to ensure the person providing this service has the appropriate Temporary Event Notice obtainable from High Peak Borough Council. Hirers will be requested to show proof of the relevant documentation. It is also required that the licensee should display a current price list.

Name of Licensee: _____ Address: _____

Post code: _____ Phone: _____

IMPORTANT

We must receive payment for the booking and a deposit for £ _____ *(Cash or Cheque)* and completed hall agreement 2 weeks prior to the event. Late payment may result in the booking being cancelled.

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

Name: _____ Signed: _____

Date: _____

OFFICE USE ONLY:

Cleared by: _____ Signed: _____ Date: _____