

Please return completed form to:

Siân Patrick, Parish Administrator
 St Paul's Community Hall, 58 Abbotsbury Road, Weymouth, DT4 0BJ.
 E-mail: stpweymouth@gmail.com
 Telephone : 01305 771217
 Website: www.stpaulsweymouth.org



Booking and Enquiry Form For Long Term Hiring

| | | | |
|---|------------------------------------|-------------|--|
| Name of Organisation | | | |
| Activity | | | |
| Name of person responsible for organisation | | | |
| Telephone number | | | |
| E-mail address | | | |
| Correspondence address | | | |
| Name of person to be invoiced | | | |
| E-mail address of person to be invoiced | | | |
| Room(s) required | Hall* / Committee Room* / Church * | | |
| Day(s) required | | | |
| Start time | | Finish time | |
| Intended Start Date | | | |
| Intended Finish Date | | | |
| Will you be using the cooker | Yes * / No* | | |
| Will the kitchen facilities be used? | Yes * / No* | | |
| Any Special Requirements: | | | |

*** delete as appropriate**

On receipt of the booking form the Parish Administrator will check availability.
 Confirmation will be by e-mail.
 A non-refundable deposit of £..... is required on confirmation of your booking.
 The cost per session for your organisation will be £.....
 Please make cheques payable to 'Trustees of St Paul's Church Hall'.

I have read and agree to abide by the Terms of Hire & Booking Conditions.

Signed _____ The Hirer Signed _____ For the Trustees

Print: _____

Date: _____

| | | | |
|---|-----------------------------|--------------------|-------|
| Office Use Only | Booking Reference number: L | | |
| Booking enquiry taken by: phone / e-mail / face to face | | | Date: |
| Total cost of hire per session: £ | | | |
| Room(s) required: | Insurance received: | Date: | |
| Confirmation e-mail sent: | Date: | | |
| Deposit received: £ | Date: | Access code given: | Date: |