

**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



**One Off Booking Form**

Requirement	Hall* / Committee Room* / Church *		
Date			
Start Time		Finish Time	
Reason for hire			
Will you be using the cooker	Yes* / No*		
Are you hiring a party entertainer:	Bouncy castle	Yes* / No*	
	Disco	Yes* / No*	
	Other – please specify		
Approximate number of people			
Name of person responsible			
Signed			
Telephone number			
e-mail address			
Contact address			
Additional information			
Have you used the hall before?	Yes* / No*		
How did you hear about us?			

**\* delete as appropriate**

On receipt of the booking form the Parish Administrator will check the availability.

Until a completed booking form and a non-refundable deposit of £10 have been received a booking cannot be confirmed. Confirmation will be by e-mail.

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** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print** \_\_\_\_\_

<b>Office Use Only</b>	<b>Booking Reference number: S</b>		
Booking enquiry taken by:	phone / e-mail / face to face	Date:	
Total cost of hire: £	Hall leaflet given:	Date:	
Deposit received: £	Date:	Confirmation e-mail sent :	Date:
Balance received: £	Date:		
Access code given:	Date:	Child Protection leaflet:	Date: