

St. MATTHEW'S CHURCH HALL

BOOKING FORM



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TelMOBILE

Purpose of the booking:
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Number expected:

Date of Hire:

Time Required: From: To:

Hourly Rate Agreed: £ Total: £

Hire Agreement: I wish to hire the Hall, as stated, and confirm that I have read and will abide by its Conditions of Hire and its Safeguarding Policy.

I will pay the full hiring fee when the time of booking is confirmed **

I will pay a deposit of approximately 25% of the total Hire fee when the booking is confirmed and will pay the balance **at least 2 weeks before I use the Hall **** (delete as appropriate).

Signed: Date:

PLEASE RETURN THE COMPLETED FORM VIA EMAIL TO:

Email: jean.doherty2007@btinternet.com Tel: 01925 730449

Arrangements for key access to the Hall and return of the keys after use will be confirmed at the time of booking.