

BOOKING FORM FOR HIRE OF CHURCH PREMISES	
Organiser:	Invoicing name: <i>(if different from organiser)</i>
Contact Address:	Invoice address: <i>(if different from contact address)</i>
Postcode:	Postcode:
Organisers e-mail:	
Organisers Daytime phone number:	

Date(s) required :	Description of Event:
Start Time:	End Time:

Approximate number of attendees by age group:											
< 5		5-10		10-14		14-18		18-25		>25	
Facilities Required (please ✓)											
Hall & Kitchen		Parish Room		Upper Room		Frankie's Garden					
Main Church		Organ		Grand Piano		Sound Desk					

I confirm that I am authorised to accept and will abide by the Terms & Conditions specified by St. Francis Church PCC for the use of the premises, and I agree to pay all fees according to the schedule applicable for the booking. I confirm compliance with legal requirements relating to work with children and young people under the age of 16 years.

Signature:	Date:
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(St.Francis Church PCC premises bookings administrator)

Rate applicable:	Number of hours:	Total to Pay:
Confirmation of Booking Acceptance:		Date:

Please complete this form and send it by email or bring it to the Parish Office (Mon-Fri, 9:30 – 12noon).

St Francis of Assisi Church
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