

## BOOKING FORM

Name .....

Address .....

.....Tel No.....email.....

Brief description of the event .....

.....

.....

Name & address of 2 local referees who may be contacted

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.....

Hire date requested .....

Time needed (including setting up/ putting away) .....to .....

Rooms required

.....

downstairs: Hall; kitchen;

upstairs (by agreement with the Vicar): Worship area, crèche, chapel

Hire rates:	Hall	£28.00/hr
	Worship area	£28.00/hr
	Kitchen	£21.00/hr for cooking
		No charge for non cooking
	Stewards fee	£11.00 per hour (minimum £33)
	Reduction for charities by arrangement	

A copy of The Conditions of Hire is enclosed with this form

To book rooms at St. Matthew's, please complete the form above and return to the Parish Office. If you have any queries please do not hesitate to get in touch by ringing 944 1598.