



ST. PAUL'S CHURCH COMMUNITY CENTRE BOOKING FORM & RECEIPT

The Benefice Office, St Paul's Community Centre, Church Road, Tupsley, Hereford HR1 1RT
Tel. 01432 274490 or email beneficeoffice@stpaulshereford.org.uk

DAY/DATE REQUIRED _____

TIME (INCLUSIVE OF PREPARATION AND CLEARING UP TIME) FROM _____ **TO** _____

Access to the building will not be available until the "from" time shown above. Please ensure you allow sufficient time to clear up and vacate the premises by the time quoted above. This is very important in order to ensure the caretaker has time to set up for the next booking.

NAME OF ORGANISATION/HIRER _____

NAME & ADDRESS OF APPLICANT *Must be an individual and not just the name of the organisation concerned.*

EMAIL ADDRESS: _____

TELEPHONE NUMBER: Day _____ Evening _____ Mobile _____

NAME & ADDRESS OF PERSON responsible
for payment if different from above: _____

EMAIL ADDRESS: _____

TYPE OF EVENT (*Private/Public): _____

NUMBER ATTENDING EVENT: _____

ROOMS REQUIRED:	(a) Main Hall (seats 100 with tables)	YES/NO _____
IT WOULD HELP US TO PREPARE FOR YOUR EVENT IF ALL OPTIONS IN THIS SECTION COULD BE TICKED OR FILLED IN	(b) Kitchen	YES/NO _____
	(c) Classroom 1	YES/NO _____
	(d) Classroom 2	YES/NO _____
KITCHEN	ITEMS REQUIRED (for rooms booked)	
Light refreshments	YES/NO _____	Tables (number) ()
Pre-cooked meals	YES/NO _____	Chairs ()
Cooking	YES/NO _____	Crockery YES/NO

IMPORTANT: The names and addresses of TWO STEWARDS who, on the day, are not directly involved in organising the main activity (see Conditions of Hire).

1. _____ Tel. No. _____

2. _____ Tel. No. _____

If you intend using a Caterer/Entertainer/Disco, please supply their name, address and telephone number. NO SMOKE OR FOAM MACHINES ARE ALLOWED AND PLEASE DO NOT USE DRAWING PINS. BOUNCY CASTLES MUST HAVE MATS PLACED UNDERNEATH.

***WILL ALCOHOLIC DRINKS BE AVAILABLE FOR CONSUMPTION?**

YES/NO

***IF FOR SALE, HAVE YOU OBTAINED A LICENCE?**

YES/NO

A copy of the licence must be forwarded to the Benefice Office prior to the function and the licence must be on display at the function.

I confirm that I have read the Conditions of Hire and agree to observe and be bound by the Conditions. I enclose the appropriate fees and in addition have included a separate payment of £25 (deposit for breakables). If this booking is paid by 2 cheques the deposit cheque will be shredded after the event (the deposit cheque may also be post-dated to the date of the event). If a cash deposit is paid, this deposit can be collected from the Parish Office at a pre-arranged time after the event has taken place.

Date _____ **Signed** _____

Receipt for hall booking (date):

Payment received (amount): £

Received with thanks.

Jayne Frankland
Parish Secretary

January 2017