#  Parish of Westborough & Park Barn

**St. Francis’ Church Hall**

**Booking form for private occasional use**

Charges: **£20.00 per hour or part of hour** **payable at least 7 days** before the booking (*Setting up and clearing away* ***must*** *in included in the time booked)*

***Ways of paying: Cash, Cheques or Bank Transfer***

**Cheques/ bank transfer should be payable to: St Francis & St Clare PCC**

**BACS sort code 40-22-26 Account 91303368**

**Deposit £40 payable when confirming booking and refunded if the centre is left clean and tidy and no damage occurs.**

**A charge will be incurred if rubbish is not removed from centre & grounds**

**I wish to book the hall on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For a total of \_\_\_\_\_\_\_\_ hours @ £20.00 per hour**

**I have read and agree to the conditions of hire**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print please) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for hire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Special Instructions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please collect key on day of hire from

**Mrs Val Holt, 28 Weston Road, Guildford GU2 8AW 01483 852764 OR by arrangement**

Any problems concerning the use of the hall contact Val as above or the event of an emergency the Rector 01483 504228 who lives next door to the church