

ST ANDREW'S CHURCH DEAL – HALL BOOKING FORM

PLEASE COMPLETE IN FULL & RETURN TO ST ANDREW'S CHURCH

Name of Hirer (Must be present at the event)	
Address	
Telephone Number	
Email	
Purpose of Hire- give details & numbers attending	
Date Hall is required (If a repeat booking, please Indicate frequency)	
Start Time (Please allow for set-up time)	
Finish Time (Please allow time for clearing away & cleaning)	
Amount due (At £13.50 per hour)	
Is Kitchen Required? (If yes, please state if crockery etc required)	

1. Full payment by cheque payable to **St Andrews PCC**, cash or bank transfer (**CAF Bank sort code 40-52-40, account no 00010572**) together with a completed hall hire booking form, no later than 2 weeks before the event Both are required to confirm the booking
2. Please contact the Booking Manager for the key access code
3. I have read & understood the Terms & Conditions for hiring St Andrews Church Hall & agree to abide by the conditions of hire and enclose or have paid the full hall hire fee

Signature of Hirer.....

Print Name

Date.....