

OUR LADY HELP OF CHRISTIANS PARISH CENTRE

Madeira Road, West Byfleet, Surrey KT14 6BH

In order to hire a room in the Parish Centre please contact Mrs Chris Geary ourladyshallbookings@outlook.com If the hall is available and you wish to proceed, you will need to complete and return this form and make the correct payment via bank transfer (or cheque payment). Please note that your booking is not confirmed until receipt of this form and your payment is acknowledged.

Name and Address of Hirer	Name and Address of Organisation (if applicable)
Name: Address: Telephone No: Email address:	Name: Address: Telephone No: Email address:
Date(s) and time required for booking: Set up time: Event time: Clear away time:	Date(s) and time required for booking: Set up time: Event time: Clear away time:
Rooms required – please tick as appropriate Main Hall <input type="checkbox"/> Small Hall <input type="checkbox"/> Kitchen <input type="checkbox"/>	Rooms required – please tick as appropriate Main Hall <input type="checkbox"/> Small Hall <input type="checkbox"/> Kitchen <input type="checkbox"/>
HALL FEES	
Hourly rates: £25.00 (main hall) £17.00 (small hall) £12.50 (Charity rate)	
Declaration:	
I have read and accept the 'Conditions of Hire' as available on the Church website (https://www.ourladyswb.org/hall-hire)	
I have read and fully understand the 'Safeguarding Principles' found on the A&B Diocesan website (Safeguarding (abdiocese.org.uk))	
I have/am making a bank transfer (or cheque payment) for the correct hire fee, of £ _____	
Signed: _____ PRINT NAME: _____ Hirer	
Date: _____	