

# 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 (Mon – Fri 17.00 – 19.00 Tel: 01932 348878) to check availability and then complete and return this form with the correct booking fee if the required date is free.

<b>Name and Address of Hirer</b> Name:  Address:   Telephone No:  Email address	<b>Name and Address of Organisation (if applicable)</b> Name:  Address:   Telephone No: Email address
Date(s) and time required for booking:	Date(s) and time required for booking:
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"/>
<b>HALL FEES</b>	
Commercial hourly rate    £16.50 (main hall)	
Ad-hoc hourly rate            £20.00 (main hall)    £15.00 (small hall)	
<b>Declaration:</b>  I have read and accept the ‘Conditions of Hire’ as available on ‘Our Lady Help of Christians’ website I have read and fully understand the ‘Safeguarding Principles’ found on ‘Our Lady Help of Christians West Byfleet’ website. I enclose a cheque for the correct hire fee, payable to ‘Our Lady Help of Christians’ of £ _____	
Signed: _____                      PRINT NAME: _____ Hirer	