

# The Parish Church of St Mary's Ashwell

## Hire of the Parish Room



To: The Parish Administrator  
Parish Office  
Doctors Surgery  
Gardiner's Lane  
Ashwell  
SG7 5P  
Reg Charity No: 1134776

Tel: 01462 742601

email: office@stmarysashwell.org.uk.

### **Request to Hire St Mary's Ashwell Parish Room**

*(Subject to the Conditions of Hire, a copy of which I have received and read)*

*Please note: a booking cannot be confirmed until a booking form has been received.*

#### **Booking Details**

#### **Invoice Details (If different)**

<b>Contact Name:</b>		<b>Contact Name:</b>	
<b>Organisation:</b>		<b>Organisation:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Phone:</b>		<b>Phone:</b>	
<b>E-mail:</b>		<b>E-mail:</b>	

<b>Event</b>	<b>No of People</b>	<b>Resources</b>	
		Screen	
		Projector	
		Use of Kitchen inc Equipment & Crockery	
		<b>External Caterers</b>	
		Name	
		Phone	
		Service	
		Time	
		Any Other Information	

#### **Booking Dates**

<b>Date</b>	<b>Time of Hire</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Purpose</b>	<b>Charge</b>

Please ensure there is adequate time before and after your event to allow for set-up and take-down

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For Regular Bookings, please circle required dates below

### Diary of 2014

JANUARY							FEBRUARY							MARCH							APRIL								
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F		
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
25	26	27	28	29	30	31							29	30	31					26	27	28	29	30					
MAY							JUNE							JULY							AUGUST								
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F		
					1	2										1	2	3	4							1			
3	4	5	6	7	8	9	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8			
10	11	12	13	14	15	16	7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	21	22	23	24	25	26	27	26	27	28	29	30	31	23	24	25	26	27	28	29			
31							28	29	30										30	31									
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER								
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F		
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
27	28	29	30				25	26	27	28	29	30	31	29	30					27	28	29	30	31					

### Additional Information / Comments

### Organisation Type

Commercial Organisations / One-off Users		Community Groups	
Church Members / Charities		Cost	
Registered Charity Name & Number			

I confirm that I have read and accept the Conditions of Hire sent to me, and that I have given due consideration to the need for insurance to cover any claims that may be made by third parties as a consequence of the activities being organised.

Signature \_\_\_\_\_ Date \_\_\_\_\_