

# The Parish Church of St Mary's Ashwell

## Hire of the Parish Room



To: The Parish Administrator  
Parish Office  
St Mary's Church  
Mill Street  
Ashwell  
SG7 5LY  
Reg Charity No: 1134776

Tel: 01462 743922

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>	

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

#### Booking Dates

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

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

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## Hire of the Church



For Regular Bookings, please circle required dates below

**2017**

January							February							March							April							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	4	5	6	7				1	2	3	4	5	6	7	8	9	10	11							1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	12	13	14	15	16	17	18	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	19	20	21	22	23	24	25	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	26	27	28	29	30	31	16	17	18	19	20	21	22		
29	30	31	26	27	28								23	24	25	26	27	28	29	30								
May							June							July							August							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
	1	2	3	4	5	6					1	2	3							1								
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31							
30	31												30	31														
September							October							November							December							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
					1	2	1	2	3	4	5	6	7				1	2	3	4							1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	24	25	26	27	28	29	30
																			31									

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### 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 \_\_\_\_\_