

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)

Contact Name:		Contact Name:	
Organisation:		Organisation:	
Address:		Address:	
Phone:		Phone:	
E-mail:		E-mail:	

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

Booking Dates

Date	Time of Hire	Start Time	Finish Time	Purpose	Charge

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

The Parish Church of St Mary's Ashwell

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										

www.calendarlabs.com

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 _____