

# The Parish Church of St Mary's Ashwell

## Hire of the Church



To: The Parish Administrator  
Parish Office at the Parish Church Room  
Swan Street  
Ashwell, SG7 5NY

Tel: 01462 743922  
email: office@stmarysashwell.org.uk  
Reg Charity No: 1134776

### **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	
		External Caterers	
		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

#### **Organisation Type**

<b>Commercial Organisations / One-off Users</b>		<b>Community Groups</b>	
<b>Church Members / Charities</b>		<b>Cost</b>	
<b>Registered Charity Name &amp; Number</b>			

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For Regular Bookings, please circle required dates below

### 2018

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

  

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

  

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

  

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	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
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

### Additional Information / Comments

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 \_\_\_\_\_