

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)*

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

<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

Organisation Type

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

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For Regular Bookings, please circle required dates below

2019

-JANUARY-

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

-FEBRUARY-

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

-MARCH-

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

-APRIL-

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

-MAY-

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

-JUNE-

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

-JULY-

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

-AUGUST-

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

-SEPTEMBER-

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

-OCTOBER-

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

-NOVEMBER-

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

-DECEMBER-

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	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 _____