

# 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>	

<i>Event</i>	<i>No of People</i>	<i>Resources</i>	
		Screen	
		Projector	
		Use of Kitchen including 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

<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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## 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 \_\_\_\_\_