**St. James’ by the Park Church Hall - Hire Booking Form**

Thank you for your enquiry about booking our Church Hall. Please read the User Guide and return this form with the deposit to make a firm booking. By making this booking you are agreeing to abide by the conditions in the User Guide.

Name of Hirer/Organisation: .........................................................................................................................

Address: .........................................................................................................................................................

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Telephone: .....................................................................................................................................................

Email: .............................................................................................................................................................

**(If you provide an email address it will be used to send you the confirmation details of your booking)**

**Booking details:**

Date required: ................................................................................................................................................

Total time required (including setting up/clearing away): From: ............................ To: .............................

Nature of function: ........................................................................................................................................

I have read, and agree to abide by, the User Guide, and will implement all necessary measures to ensure the safety of those attending my event. In particular I have read and understood the instructions relating to calling the emergency services, the emergency evacuation procedure, managing the place of refuge and safeguarding.

Signature: .......................................................................................................................................................

* The charge for the Hall is £22 per hour; if possible, please can you pay by bank transfer.
* Our bank details are:

Name: PCC of Shirley, account number: 69481377, sort code: 55 50 23

Please put ‘Hall Hire’ as the reference and email theresa@stjamesbythepark.org to advise when payment has been made.

* If it’s not possible to pay by bank transfer, please contact me for other ways to pay.
* If you use the hall outside the times stated above, the extra may be charged at £22 per hour.
* The deposit is non-returnable.

Please return the completed form with a £10 deposit to:

St. James’ by the Park Church Office, 133 Church Street, Southampton SO15 5LW

**Confirmation of your booking will be returned to you with details of how to obtain the key. If you don’t receive this, please contact the office during office hours before your booking is due to take place.**

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**For official use only:**

Amount Due: Deposit Paid:

Confirmation Sent: Balance paid: