**Your Details**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TARIFF & COSTS**

Main Hall: **\_\_**hrs@£22.00 per hr = £

John Boyle

Room: **\_\_**hrs @£15.00 per hr = £

Set up time: **\_\_**hrs@£15.00 per hr = £

**Total Hire Charge = £**

**Deposit**

50% or (£50) of the hire fee is payable on booking. The balance of the hire charge is payable 14 days prior to the event.

**Returnable Retainer**

This amount is held assecurity against Damage, Loss & Additional cleaning – please see Conditions of Hire Form

 **£100.00 - £500.00 retainer** (For a party, large event or regular event)

**Or £25.00 retainer** (for a small, one-off event)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Details**

Purpose of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of people attending: \_\_\_\_\_\_

**Parish Hall Rooms Required**

Main Hall Yes/No

John Boyle Room Yes/No

Large Kitchen Yes/No

Kitchenette Yes/No

**Event Time**

Set Up Time (before event start): \_\_\_\_\_\_\_\_\_

**PAYMENT DETAILS**

**Cash & deposit –** to Office

**BACS Transfer:**

Sort Code: 30-93-04

A/c Number: 00888665

Event Start Time: \_\_\_\_\_\_\_\_\_

Hall Finish Time (incl. clearing up): \_\_\_\_\_\_\_\_

**To secure your booking please return the following to the office:**

**1**. Sign & return the booking form with the Cash Deposit and Returnable retainer.

**2**. Sign & return the Conditions of hire form (Hirer’s copy to be kept for personal reference).

**NB:** The Parish Centre reserve the right to cancel or refuse a booking at any time prior to the event and/or take up references if deemed necessary.

**DECLARATION:** I have read the Conditions of Hire and understand the hire charges, which I understand form the basis of the contract.

Signature of Agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_