

St George's Catholic Church

1, Sansome Place, Worcester WR1 1UG

Tel: (01905) 22574

Email: stgeorge.worcs@btinternet.com

HALL BOOKING FORM

Name.....

Nature of function.....

Date required (subject to availability).....

Time required (inc. preparation and clearing up).....

Number of guests (100 max)..... Date booking made.....

Full Name.....

Address.....

.....Tel No.....

Hire charges: £30.00 per hour up to 2 hours.

(please tick as required)

£125.00 for up to 5 hours (half day rate)

£250.00 for up to 12 hours (full day rate)

For wedding receptions or functions where the hall is required the evening before a separate rate of £350 will apply. The hall will not be available earlier than 6.00pm the evening before the function. Additional hours will be charged as per the terms and conditions of hire.

DEPOSIT: £50 is required at the time of booking and is refundable subject to the terms and conditions of use of the hall. Please complete this form and return it signed to Wendy White at the Presbytery (address shown above). Deposit cheques should be made payable to **St George's RC Church**. Hire charges to be paid in full **no later** than 14 days before the date of your function.

**I have read and agree to the Terms and Conditions for the hire of the Parish Hall
YES / NO**

Signed **Date**.....

For Office use only:

Deposit received with booking form: Y/N Date received:.....

Cost of Hire: £.....Date full and final payment required:

Date received:.....

Deposit refunded: Y/N (If no, attach copy of letter to hirer stating reasons for not refunding deposit)

Date deposit refunded:.....