

Booking Form 2021

St Mary's Church Hall, Church Street, Fordingbridge SP6 1BB

Name and Address of Organiser (must be over 21 years old)	
Telephone number	
Mobile number	
Email address	
Date of function	
Reason for hire	
Time required : Daytime session 8.00am – 6.00pm Evening session 6.00pm – 11.00pm	
<i>Please ensure that sufficient time is booked for setting up and clearing down to ensure there is no overlap with other hall users. If not already included in the above times, an extra charge of 30 minutes will be added</i>	
Rates:	Daytime session £9 per hour or part thereof Evening session £10 per hour or part thereof

I agree to abide by the **Terms and Conditions for Hall Hire** and will leave the hall, kitchen and toilets clean and tidy, and to ensure that the hall is safely locked up and the key returned to the relevant key holder.

Signed: _____ Date: _____

Please return this form to Church Office, The Rainbow Centre, 39 Salisbury Street, Fordingbridge, SP6 1AB

Please make cheques payable to **PARISH OF FORDINGBRIDGE**

Please detach and retain the information below



Key available from: Mrs Harriet Calvert, 40 Church Street, Fordingbridge, SP6 1BE
Please telephone in advance on 01425 839433 to arrange collection of the key from Mrs Calvert on arrival, even if the hall is already open, to enable you to lock the hall and return the key to her at the end of your session.
Please do not hand the key over to the next hirer without agreeing this with Mrs Calvert first.