



ALL SAINT'S CHURCH HALL BOOKING FORM

Please complete fully and return to: All Saints Church, Hale Road, Hale Barns, Altrincham, Cheshire. WA15 8SP. Upon receipt of your booking form we will check availability. Please note bookings are not confirmed until your payment has been received and the Parish Administrator has contacted you either by email or phone.

Please complete all boxes below

Name of Hirer:							
Name of Hiring Organisation / Company:							
Are you a registered Charity? Yes / No (Delete as appropriate) If Yes please give your Charity Registration Number:							
Billing Address							
Postcode:				Daytime Tel No:			
Mobile Tel No:				Email address:			
Booking Description: (e.g. Party, celebration, meeting, seminar, meal, training, fundraising event etc. Please give as much information as possible.)							
Approximate numbers (including children):							
Day of the Week	Frequency <i>Single Event / Weekly / Monthly / 1st Monday etc</i>	Date	Time <i>to include setting up and clearing up after event</i> from: to:	Number of hours <i>charges are for full hours</i>	Room / Facilities <i>to be hired</i> <i>Please tick all that apply</i>	Rate Per Hour <i>Full day and event bookings may be charged at a different rate.</i>	Hire Fee
					<input type="checkbox"/> Main Hall <input type="checkbox"/> Coffee Lounge <input type="checkbox"/> Kitchen <input type="checkbox"/> Both Hall & CL	£24 per hour £18 per hour <i>No charge</i> £30 per hour	£ £ £ £
Payment can be made via cheque made payable to 'Ringway PCC' or via Bacs transfer to: Nat West, Sort Code 51 61 11, Account Number 47684682 quoting your name and date of hire.						Total Hire Charge	£
Please give more information about the frequency of your hire e.g. <i>School term time only, 2nd Tuesday of every month, not during August etc.</i>							
Is alcohol to be provided by the Hirer? Yes / No <i>(Delete as appropriate. Please see terms & conditions of hire)</i>							
Is music to be played? Yes / No <i>(Delete as appropriate. Please see terms & conditions of hire)</i>							
Are you using a Catering Company? Yes / No If Yes, please give Catering Company Name:							
Catering Company Contact Person:				Catering Company Tel No:			
Any additional information:							

I would like to hire the above facilities (please tick all that apply)

I HAVE READ AND ACCEPT THE CONDITIONS OF HIRE

Signed:

Date:.....

Print Name.....: