



BOOKING FORM

ONE-OFF

Fill in this form to book one-off events such as parties, meetings etc.
We charge £25/hour. Bookings should be a minimum of 2 hours.

*indicates required answer

Booking Details

Type of event*

Date of event*

Start time of event*

End time of event*

Room Required*

Hall | St Margaret's Room | Other

Number of people expected/invited

Additional Info

Chairs needed

Tables needed

Additional Info

Contact Info

Person Responsible for Booking

Name*

Phone*

Email Address*

Contact Info

Person Responsible for Payment

Name*

Phone*

Email Address*

Postal Address*

Postcode*

Person Responsible on Site (if different)

Name

Phone

Email Address

Agreement

I have read and agree to the terms and conditions of room hire*

I read and agree to the parish safeguarding policy*

I have read and understand the room hire risk assessment or have written my own comprehensive risk assessment for our activities*

I agree to have paid in full, 10 days prior to the event or within 3 days of the event if booking within the 10 day window*

Signed

Date

Please make payments via bank transfer to:

Name: Bramley Parochial Church Council | **Sort Code:** 05-00-35 | **Account:** 63036327

Reference: Your Name and Date of Event (e.g. J.Smith 010424)

If you have any questions or issues, please email hello@stpetersbramley.org.uk