

BOOKING FORM FOR ST WINEFRIDE'S AND ST JOHN'S CHURCH HALLS

ST WINEFRIDE'S HALL IS ON ST PAUL'S AVENUE AND HAS A CAPACITY OF 140 ST JOHN'S
HALL IS ON COOPER LANE AND HAS A CAPACITY OF 85

Which hall would you like to hire?
Name of user:
Address of user:
Contact telephone number:
Contact email address:
Date and time required:
Purpose of hire:
Approximate number:

Payment is by BACS. The parish's bank details area as follows: HSBC; Diocese of Leeds Mary, Mother of God; Sort Code: 40-27-15; Account Number: 51343998. When making a payment, please write "HallW" or "HallJ", depending on which hall you hire; plus date of your booking as a payment ref (eg. HallW1.03.24)

The hire cost per hour is **£30 for St John's Hall** and **£35 for St Winefride's Hall** for occasional users. For **regular users**, the hire cost is **£23 per hour for either hall**. A regular user is defined as someone making a weekly booking for a minimum period of three months. Minimum hire period is one hour. Our Halls might also be hired for half hours at a half of the hourly rate. Hall users are required to pay for the whole of the period that they *occupy* the hall (ie including the time required for setting up and tidying away). A refundable deposit of £200.00 will be required. This will be returned subject to the hall being left in a clean and tidy condition and to the timings agreed upon being observed.

Please complete this application form and email it to: office.marymotherofgod@dioceseofleeds.org.uk

On receipt of the completed form the Parish Office will contact you to let you know if the hall is available on the date and time requested. If it is, you will be invited to pay the hall hire fee and the deposit within 7 days. When this is received the Parish Office will email you to confirm the booking. After the event the Parish Office will email you again to ask for your bank details so that the deposit (less any deductions) can be returned to you.

The terms and conditions of hall hire are available on our parish website. Before you send the completed form to us please type your name in the slot below.

Thank you for your interest.

I have read and agree to the terms and conditions of the hall hire.

Name: