**St Giles’ Church, Exhall – Booking Form for hire of Church Halls**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ONE OFF BOOKING (e.g. party)** | | | | | | | |
| Main Hall 🞏 | Small Hall 🞏 | | Date |  | | | |
| Start Time\* *(please include preparation and clearing away time)* |  | | End Time | | |  | |
| Reason for Booking |  | | | | | | |
| Your Name |  | | | | | | |
| Address |  | | | | | | |
| Telephone |  | | Mobile | | |  | |
| Email |  | | | | | | |
| **FOR OFFICE USE ONLY** | | | | | | | |
| Number of hours required |  | Discount applicable Yes 🞏 No 🞏 | | | Rate/hour (£)  £ | | Cleaning Fee £15 £ |
| Total Fee/Session | £ | Deposit Required Yes 🞏 No 🞏 | | | Balance Due Date | |  |
| Payment | Deposit of \_received\_\_\_\_\_\_\_\_\_ | | | | Balance of £\_\_\_\_\_\_\_\_received\_\_\_\_\_\_\_\_\_ | | |
| Bond Information | Bond rec’d cash 🞏 cheque 🞏 BACS 🞏 Date | | | | Bond returned 🞏  Date | | |
| Bond Return Signature | Signature Date | | | | | | |
| Documents Received | Fire Awareness 🞏 Conditions of Hire Agreement 🞏 | | | | | | |

**The key to the Hall can be collected prior to the function by appointment, from the key holders:**

|  |  |
| --- | --- |
| Margaret Lainchbury  46 St Giles Road CV7 9HA Tel: 024 7636 7264  Mobile 07548 759128 | John Nicholls  88 Deans Way, CV7 9HF Telephone 02476 367394 Mobile 07842 211 841 |

|  |  |
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| Jill Bloomer  92 Ash Green Lane  CV7 9AJ  Tel: 07769 296534 | Mr & Mrs Edwards  4 Bryony Close  Bedworth CV12 0GG  Tel: 07791 840227  024 7664 4916 |

**Bank details to pay by BACS:**

Parochial Church Council of Exhall 09-01-54 78802609

**PLEASE USE REFERENCE “MAIN HALL HIRE” plus your surname**

Please return your completed form to the Parish Office via email to [**office@stgileschurchexhall.info**](mailto:office@stgileschurchexhall.info)