**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 received cash 🞏 cheque 🞏 Date | | | | Bond returned 🞏  Date | | |
| Bond Return Signature | Signature Date | | | | | | |
| Documents Received | Fire Awareness 🞏 Conditions of Hire Agreement 🞏 | | | | | | |

**ACCESS TO THE HALL**

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

|  |  |  |
| --- | --- | --- |
| **MONDAY - THURSDAY**  Margaret Lainchbury  46 St Giles Road Ash Green, Coventry CV7 9HA Tel: 024 7636 7264  Mobile 07548 759128  lainchburym@yahoo.co.uk | **FRIDAY & SATURDAY**  Denise Riley  118 Dalton Road, Bedworth CV12 8SF Telephone 07837 709 673  denisemriley@hotmail.com | **RESERVE**  John Nicholls  88 Deans Way, Ash Green, CV7 9HF Telephone 02476 367394 Mobile 07842 211 841  John.nicholls1@pobroadband.co.uk |

**Bank details to pay by BACS:**

PCC of Exhall

09-01-54

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Please return your completed form to the Parish Office via email to [**office@stgileschurchexhall.info**](mailto:office@stgileschurchexhall.info)   
or by post to **Parish Administrator, Parish Office, Church Hall, St Giles Road, Ash Green, Coventry CV7 9GZ**