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

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| --- |
| **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 applicableYes 🞏 No 🞏 | Rate/hour (£)£ | Cleaning Fee £15£ |
| Total Fee/Session | £ | Deposit RequiredYes 🞏 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 🞏 |

**ACCESS TO THE HALL**

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

|  |  |  |
| --- | --- | --- |
| Margaret Lainchbury46 St Giles RoadAsh Green, Coventry CV7 9HATel: 024 7636 7264Mobile 07548 759128lainchburym@yahoo.co.uk | Denise Riley118 Dalton Road, Bedworth CV12 8SFTelephone 07837 709 673denisemriley@hotmail.com | John Nicholls 88 Deans Way, Ash Green, CV7 9HFTelephone 02476 367394Mobile 07842 211 841John.nicholls1@pobroadband.co.uk |

**Bank details to pay by BACS:**

Parochial Church Council of Exhall

09-01-54

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

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