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Registered Charity No: 1184558

Booking Secretary: Dee Waite
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Hire of Premises – Booking Form

Before completing this form please read our terms and conditions

Name of organisation and address including postcode

Name of responsible person (and address if different from above)

Phone

email

Nature of function/meeting title

Do you wish your event to be advertised on our website?

Date/s required

Time of booking (please include time to set up and clear room)

No. of attendees

Start

Finish

Please indicate which room/s you require. Choose from: Main Church Hall, Café, Chapel, Septagon Room off café, Kitchen with equipment, Kitchen without equipment

Equipment required (some may incur extra fees). Choose from: Tables and chairs, flip chart, projector and screen, pa desk and operator, microphone set up, other – please specify

Control of admission. Please choose from private invitation, open entrance, ticket or other

Food - Will you be serving food?

Alcohol - Do you wish to serve alcohol?

Music - please indicate if music will be part of your event.

IMPORTANT - Please refer to our terms and conditions if you have put YES for Food, Alcohol or Music

Payment

Please enclose your booking deposit.

- **For single events** over £50 deposit is 25% or £50 whichever is the greater.
- **For single events** under £50 full payment is required with the booking form.
- **Non-regular hirers** please also include your refundable Damage Deposit of £50.

Bank Transfers can be made to CAF Bank. Please include the reference “Booking” and the name of your organisation. Account name: All Hallows Leeds. Account No 00021413. Sort code: 40-52-40.

Cheques should be made payable to “All Hallows’ Leeds”. Cash can be given to the Booking Secretary

I have read the Hire of Premises – Terms and Conditions document and on behalf of my organisation agree to be responsible for keeping the policies and rules contained in it.

Signed

Date

Print

Your privacy is important to us. As a result of a change in UK law we now need your consent to contact you. Please tick here if you would like us to keep you updated about events and news at All Hallows using the above contact details. You can unsubscribe from this at any time by contacting the bookings secretary on dee.waite@allhallowsleeds.net