



APPLICATION FOR HIRE OF ST. FRANCIS CHURCH HALL AND/OR MEETING ROOMS – CARTERET ROAD, LUTON, BEDS.

DO NOT COMPLETE THIS FORM UNTIL YOU HAVE BOOKED YOUR HIRE WITH THE PARISH ADMINISTRATOR

I have read the Terms and Conditions for use of the Church Hall and agree to abide by them.

Name Telephone No

Address

E-mail (optional)

Areas required: Hall / Meeting Room (delete as appropriate)

Date of Hire:

Start time: End time:

(times to include set-up and clear-up time)

N.B Music must cease at 11.30pm, the Hall must be vacated by midnight at the latest

Purpose of Booking

Rate per Hour: Hall Meeting Room

Total cost of hire period

Refundable Cash Deposit Required

Signed Date

Cheques should be made payable to "St. Francis Church"

On completion of the form please return it, together with the deposit to: Parish Administrator, St Francis' Church, Carteret Road, Luton, LU2 9JZ.

Please ensure payment is made 14 days prior to date of hire.