

OUR LADY OF THE ANGELS ANGELUS CENTRE HIRE – BOOKING FORM

Please complete form in BLOCK CAPITALS

YOUR DETAILS	
Name of Person / Organisation on behalf of which application is made (if applicable)	
Applicants surname	
Applicants forename(s)	
Applicants address	
Telephone (home)	
Mobile	
Email address (if available)	
EVENT DETAILS	
Type of event	
Expected numbers	
Date required	
Times (please include any set up or breakdown time) From: To:	
Areas to be hired (please tick)	
Main Hall	
Meeting Room	
Group room	
Use of the Licensed bar required (please circle) Yes / No	
PLEASE NOTE COMPLETION OF THIS FORM DOES NOT GUARANTEE YOUR BOOKING	
I hereby confirm that I have read and understood the conditions of hire and agree to be bound by them.	
Signed by the hirer	
PRINT NAME:	Date:
OFFICE USE ONLY	
Booking taken by	
Contract no	
Deposit 50% received	£
Date	
Final Payment received	
Damage Deposit £500 received	
Damage Deposit refunded	
Receipt number	