

**SACRED HEART PARISH**

**Name of Hirer/ Club / Organisation**

**Address**

**Tel No. Home**

**Tel No. Mobile**

**One Off Booking Application Form**

**Email**

**If not a parishioner, please state**

**Connection with the parish**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hire Cost** | **£** | **Other Costs** | **£** | **Total** | **£** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Activity** |  |  | **Facility** | **Upper Hall** | **Lower Hall** | **Lounge** | **Youth room** | **Church** |
|  | **Capacity** | **300 standing****200 seated** | **100** | **60** | **25** | **300** |
|  | **Planned Number at event** |  |  |  |  |  |

|  |  |
| --- | --- |
| **Additional Requirements** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s) Requested** | **Time From** | **Time To** | **No. Hours** |
|  |  |  |  |

**One-off bookings are subject to the conditions of hire as detailed in the Conditions of Hire document.**

**Please return this form to the Sacred Heart Presbytery, Edge Hill, Wimbledon, London SW19 4LU. For enquiries please call 0208 946 0305 or contact us by the website www.sacredheartwimbledon.org.uk**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Print Name:** |  |  |  |  | **Date:** |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | ***Office Use*** | *Deposit /Security* |  | *Invoice* |  |  | *Initials:* |
|  |  |  | *Received* |  | *Sent* |  |  |  |
|  |  |  |  |  |  |  |  |  |