

Kingsbury Episcopi Community Centre Hall Booking Request Form

Name Of Organisation/Hirer

Phone Number

Address Of Organisation/Hirer Inc Postcode

Mobile Number

Email

Purpose Of Hire eg Yoga, Pilates, etc

Day Hall Required	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Please Tick Box							

Frequency	Weekly	Monthly	If Monthly Please State Dates Below

Time Required	From	To	Commencement Date	
Please State AM/PM				

Will The Kitchen Be Required?	No	Yes	For What Purpose

Cost Of Hire (per session) £

Signature Of Hirer

Signature Of Hall Representative

PLEASE COMPLETE ALL SECTIONS ABOVE APART FROM COST AND RETURN TO:- Sarah Cox, The Bungalow Stembridge, Martock, Somerset, TA12 6BW or Email to coxysr@yahoo.co.uk
 ONCE THE FORM IS RETURNED A COST FOR HIRE WILL BE SENT TO THE HIRER FOR APPROVAL, NO AGREEMENT IS MADE UNTIL THIS FORM IS SIGNED BY A HALL REPRESENTATIVE AND RETURNED TO THE HIRER

