

**SLEAFORD PARISH CHURCH HALL  
HIRE OF PREMISES**

<b>FULL NAME</b>	
<b>ORGANISATION if applicable</b>	
<b>FULL ADDRESS</b>	
<b>EMAIL ADDRESS</b>	
<b>PHONE / MOBILE</b>	

**HIRING DETAILS**

<b>Please indicate which room you require</b>				
	<b>Church Hall</b> (Capacity 100)	<b>Peake Room</b> (small meeting room – up to 20 people) Access is via stairs.		
<b>Date</b>				
<b>Time</b>	Start	Finish	Start	Finish
<b>Nature of Function</b>				
<b>Sale of alcohol licence required</b>				
The kitchen is available for the purposes of making tea and coffee. If you want to use it for more substantial food preparation then an additional charge may apply.				

Please return the completed booking form either by post or in person to the Parish Office, along with payment in full or a deposit of £10. **Please note that payment in full is due before the booking takes place.** This may be by cheque, payable to St Denys PCC, or by cash (in person only). Arrangements will be made for you to collect a key.

<b>Amount due</b>		<b>Deposit paid</b>	
<b>I agree to the T &amp; C's Signature</b>		<b>Date</b>	



Sleaford Parish Office  
Market Place  
SLEAFORD  
NG34 7SH  
Tel: 01529 413607  
office.stdenys1@btconnect.com  
**Mon-Fri 9.30am – 11.30am**