

HIRE OF ST JAMES' BUILDING

Please complete the form below so that details can be entered into the Diary (even if you are a regular user of the church building). Thank you.

Organisation.....

Name of Contact.....

Telephone number .....

Email/Address:.....

.....

.....

Will alcohol be sold at the event? **Yes/No** (If 'Yes' the hirer must organise a suitable licence, attach a copy to the booking form **and** be present at the event.)

Facilities needed (e.g. kitchen).....

Table and chair layout .....

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Dates and Time for 20.....

Month	Date	Time (from / to)	Month	Date	Time (from / to)
January			July		
February			August		
March			September		
April			October		
May			November		
June			December		

**FOR OFFICE USE ONLY**

Added to Diary on.....

To be invoiced? Yes/No