

Booking Form



Name: _____

Address: _____

Email address: _____

Tel no: _____

Organisation name: _____

Type of Organisation:

- Private Company
- Registered Charity
- Community Group
- Public Sector

Venue:

- Holy Trinity Church
- St Matthew's Church
- St Matthew's Church Hall
- St Laurence Church and Hall – please visit stlaurencevenuehire.co.uk
- Other: _____

Insurance:

Do you have public liability insurance? Yes No

Please send a copy of your insurance certificate.

Event Details:

Brief description of your event: _____

Is it a one-off or regular booking? _____

Preferred date: _____ Preferred time: _____

Expected number of attendees: _____

Will you be serving or selling alcohol? Yes No

If so, please provide a copy of your Temporary Event Licence.

Risk Assessment

Please provide a copy of your risk assessment for your event.

Please confirm you have read and understood the terms and conditions of the booking.

Signed: _____

Date: _____