

CHURCH OF THE HOLY FAMILY

115 Limpsfield Road, Sanderstead, South Croydon, Surrey CR2 9LF

Booking Agent: Cathy Curtis

Parish Office: t: 020 8657 1728

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Booking Form for the Hire of the Parish Hall

Please print clearly

Name (s) & Address of Hirer	Name & Address of Organisation (if applicable)
Name: Address: Telephone No.: Mobile: Email:	Name: Address: Contact Name: Telephone No.: Mobile: Email:
Date(s) of Hire: Period of Hire: From _____ to _____ (Include set up and clear up)	Date(s) of Hire: Period of Hire: From _____ to _____ (Include set up and clear up)
Total Number of Hours:	Total Number of Hours:
Description of Event: No. of Guests:	
Refundable Deposit (£100) £	Encl. 2 cheques payable to: RCAS-Sanderstead Parish 1. in sum of £ (deposit) 2. in sum of £ (50% of hire fee)
50% of hire fee £ _____	
Enclosed £	
Balance due 14 days before event £	

DECLARATION

I/We acknowledge receipt of the Terms and Conditions of Hire of the Parish Hall which include the Health & Safety standards, as well as the Safeguarding Policy including Safeguarding of Children and Vulnerable adults at The Holy Family, Sanderstead, and agree to abide thereof. I/we confirm that I/we have received a copy of the Terms & Conditions and Safeguarding Policy for my/our retention.

Signed by The Hirer(s) _____ Date _____

Print Name _____

Signed by the Hirer(s) _____ Date _____

Print Name _____