



# BECCLES PARISH

## ST MICHAEL'S & ST LUKE'S

### **Booking Form: St Luke's Church & Community Centre, Beccles**

**Please return this form with payment to the address below prior to the date of use**

#### *Details of User*

Name of Organisation/Hirer .....

Contact Name .....

Address .....

Tel. No (Day) ..... (Evening) .....

#### *Details of Use*

Please give a description of the use for which you require the building (We are sure that you will understand that the use of the building should not conflict with its status as a church)

.....

Date(s) required .....

Time(s) required .....

Which parts of the building do you wish to hire? Please tick as appropriate

- a) Main body of the church
- b) Main hall
- c) Kitchen – (hot drinks & laying out of prepared food)
- d) Coffee lounge
- e) Blue room
- f) Green room

(NB only someone with a current Food Hygiene Cert can use kitchen to cook)

You should liaise with the following church official(s) in case of query  
The Parish Administrator - becclesparish@gmail.com (01502 716370)

Cost of hire, to be paid in advance (unless otherwise agreed).....

I/We agree to abide by the terms and conditions of hire.

Signed ..... Date .....

Status of signatory .....

Please return this form when completed to:

The Parish Administrator  
 The Parish Office 01502 716370  
 Beccles Church Centre  
 61 Rigbourne Hill  
 Beccles Email: becclesparish@gmail.com  
 NR34 9JQ