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
69 Rigbourne Hill
Beccles Email: becclesparish@gmail.com
NR34 9JQ

ALL BOOKINGS ARE SUBJECT TO APPROVAL