



# BECCLES PARISH

St Michael's & St Luke's

## Booking Form: St Michael's Church, Beccles

### *Details of User*

Name of Organisation/Hirer: .....

Contact Name: .....

Address: .....

Tel. No (Day): ..... (Evening) ..... Email address: .....

### *Details of Use*

Please give a description of the use for which you require the building (eg concert of Christmas music).  
Use of the building should not conflict with its status as a church.

.....  
.....  
.....

Date(s) required ..... Time(s) required .....

Heating (main body of church) required Yes/No (Please circle)

Heating (Undercroft) required Yes/No (Please circle)

Which parts of the building do you wish to hire? Tick as required.

- a) Main body of the church and toilets
- b) Undercroft main room (including access to toilet)
- c) Kitchen
- d) Terrace (by special permission only [from 2017])
- e) Use of organ (by special permission only)

You should liaise with the following church official(s) in case of query: The Parish Administrator

I/We agree to abide by the terms and conditions of hire, attached to this form.

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

Status of signatory .....

Please return the completed form as far in advance as possible of your event to:

The Parish Administrator  
The Parish Office  
69 Rigbourne Hill  
Beccles  
NR34 9JQ

01502 716370  
becclesparish@gmail.com

ALL BOOKINGS ARE SUBJECT TO APPROVAL