

St. Calixtus Church Hall – The Iron Room - Booking Form

Name: _____ Organisation (if applicable): _____

Address: _____

Post Code: _____

Tel: _____

Mobile: _____

Reason for booking: _____

Hire Fees

Bookings can be made for three sessions throughout the day (morning, afternoon or evening). Each session costs £15. An all day booking (morning/afternoon or afternoon/evening) costs £20. The hire fee includes electric and water heating and use of the kitchen and furniture.

We have low level chairs which are suitable for a small meeting and use by young persons. We have four round tables and up to 30 chairs which can be set out in a variety of formats. There is also a bench and seating boxes by the main window. The maximum seated capacity is 40. The limit for a mix of standing and seated is 60. There is a possibility that we can loan additional tables should they be required.

I have the following requirements for the layout of the room (insert below):

Booking Dates/Times

I would like to book the Iron Room on (insert date)for the following sessions (delete the times that do not apply):

Morning	Yes/No	£15
Afternoon	Yes/No	£15
Evening	Yes/No	£15
All Day (am/pm)	Yes/No	£20
All Day (pm/pm)	Yes/No	£20

I enclose a cheque made payable to St. Calixtus Church in the sum of £

Please state how you would like to receive the key. The options are:

Post/Delivered by Hand/Collect from Caretaker at Bay Tree House

If you have any queries please contact Andy Odell on 07940 524302.