

**Booking form for St Michael’s Parish Hall, Old Park, BRISTOL, BS2 8BE**

|  |  |  |
| --- | --- | --- |
| **Name of Contact:** *Click here to enter text.* | **Reference number:****FOR BNS USE ONLY.** | Click here to enter text. |
| *If you are booking on behalf of an organisation:***Organisation name:** *Click here to enter text.***Nature of organisation:** *Click here to enter text*.**Name of person responsible for the session, if not the named Hirer:** *Click here to enter text.* |
| **Postal address:** Click here to enter text.**Daytime phone number:** *Click here to enter text.* **Mobile phone number:** *Click here to enter text.***Email address:** *Click here to enter text.**To help reduce our carbon footprint invoices are sent via email as standard.* |
| **Booking details****Date**: *DD-MM-YYYY* **Start Time:** *Hour Minutes* **Finish Time:** *Hour Minutes* **Date**: *DD-MM-YYYY* **Start Time:** *Hour Minutes* **Finish Time:** *Hour Minutes* **Date**: *DD-MM-YYYY* **Start Time:** *Hour Minutes* **Finish Time:** *Hour Minutes***If you are looking for a regular booking please use put the date of the first occurrence above and then state below how regularly the booking reoccurs below and an end date.****Reoccurrence: ----------- End date:** *DD-MM-YYYY***Type of function** (e.g. party, speaker meeting, performance, rehearsal, playgroup etc.): *Click here to enter text*.**Will music be played?** Yes ☐ No ☐**Approximate number of people expected:** *Click here to enter text*.**Will you require use of the kitchen for preparation of food/hot drinks?** Yes ☐ No ☐ |
| **Hire Charge** - Please *see the rates card for details of charges.*Please calculate the total hire charges due for the session(s) booked and write here: *Click here to enter amount*.*Please note - the Hall is exempt from VAT* |

**Declaration -** *Please tick the box to confirm you agree to the T&C’s and then sign (or insert image of signature) and date below:*

* I confirm have read the Hirers Guide (which includes terms and conditions) supplied with this booking form and agree to abide by them.

Signed: 

Date: *DD-MM-YYYY*

# Please return this booking form to BNS, 18 Badminton Road, Downend, Bristol, BS16 6BQ or email it to:

**hallbookings@bns.co.uk.**