



Parish Hall Booking Form

Please note that the full hire charge is payable on collection of the access key and completion of this form. A receipt will be issued as proof of payment and confirmation of hire.

HIRE CHARGES	
1-3 Hours	£100
Every hour thereafter	£30
Returnable Deposit	£100
DETAILS OF HIRE	
Reason for hire	
Date of hire	
Duration of hire	
Total amount payable for hire	
DETAILS OF PERSON RESPONSIBLE FOR HIRE	
Full name	
Address	
Home Telephone	
Mobile Telephone	
Email	
DETAILS OF HIRE AGREEMENT	
<ul style="list-style-type: none"> • If the date requested for hire is available, a provisional booking will be entered into the Parish diary. • To confirm the booking the Parish Hall Booking Form must be completed and a returnable deposit of £100 must be paid. • The access key must be returned to the Parish Office after the Hall has been used. • In the interests of safety, we politely request that the fire door remains closed while the Hall is in use. • The Hall should be left clean and tidy and all rubbish must be removed before the deposit is released. • Parking is available in the public car park on South Street where it is free to park after 5pm during the week and all-day on Sundays. • Third parties who hire the Hall must, where relevant have their own safeguarding policies and procedures (Source: CSAS – Creating a Safer Environment). By signing this hiring agreement, you are accepting this responsibility. 	



Parish Hall Booking Form

DEPOSIT PAID BY	
Name	
Date	
Signed	
Signed (St. Bridgets)	
DEPOSIT RETURNED TO	
Name	
Date	
Signed	
Signed (St. Bridgets)	
ACCESS KEY COLLECTED BY	
Name	
Date	
Time	
Signed	
Signed (St. Bridgets)	
ACCESS KEY RETURNED TO	
Name	
Date	
Time	
Signed	
Signed (St. Bridgets)	

Our Lady of Sorrows and St. Bridget.
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