



St Matthew's Church Hall
REGULAR USER'S BOOKING FORM

Name of Group:

Day:

Frequency:
(e.g. Weekly, Fortnightly, Monthly)

Time of each session: Start: End:

Number of hours:

Key Deposit: £25.00 Paid:.....

Cost of Hire (for each session):.....

Monthly amount to pay:
(by the last Wednesday of each month)

Signature for receipt of key deposit.....

Date:

Hirer's Name:
(Group representative)

Address:

.....

e mail:.....

Telephone Number:

Key deposit will be returned when the contract is cancelled.

Please inform us of any date when you will not be using the Hall, with a week's notice, so that we know that it is free for a booking.

Please take note of our cancellation policy, which is on the reverse of this page.

Hirer's Signature Date.....