

Please complete this form and return it to:
The Booking Secretary, c/o 11 Beechfield Ave, Birstall, Leicester. LE4 4DB
or email to Charles.hilton@ntlworld.com

BIRSTALL METHODIST CHURCH ROOM BOOKINGS

PERSONAL DETAILS

RETURN BY

Full Name Organisation:
Address
Post Code
Telephone Mobile
Email

ACCOMMODATION REQUIRED

Room/s Concert Hall
Purpose/Event
Day & Date
Time access required Lock-up Time
Number attending Kitchen required Yes / No (Delete as appropriate)
Number of tables & chairs required: Chairs..... Tables.....
Equipment to be brought in (please specify)
..... hours @ £ per hour

Total Cost of Hire £ **(PLEASE DO NOT ENCLOSE PAYMENT – invoice will be sent)**

To be paid no later than 4 weeks before the event (Cheques payable to Birstall Methodist Church)

Signed Date

Booking confirmed by on behalf of Birstall Methodist Church

Signed Date

A copy of this completed form will be sent to you once the booking has been confirmed

Telephone: 0116 2207045

Email: birstallmethroombookings@gmail.com