

Room Booking Application

To apply to hire rooms at St Oswald's please complete this form and return it to Di Doyle by either:

- Post: St Matthew's & St Oswald's Parish Office, 1a New Street, Rugby CV22 7BE
- Email: di@smso.org.uk

Details

Organisation/Club/Individual

Full name of organiser

Address

.....

Tel Number e-mail

Event *Please give a brief description of the activity you want the room(s) for*

.....

.....

When? *Complete as appropriate. Times to include setting up and clearing away time.*

Regular booking: Day: Time from to

Times the facilities will not be required (e.g. school holidays, bank holiday)

.....

Single booking: Day: Time from to

Facilities required *Tick as appropriate. Single booking costs shown. Regular booking rates may be discounted. Note there is an additional £10 fee on single bookings for opening & closing the buildings.*

St Oswald's Church Lounge (£ 16.50 per hour)

Kitchen (+£ 3 per hour)

Heating (+£ 9 per hour) *Oct - April*

Church Centre Meeting Room (£ 15.00 per hour)

Kitchen (+£ 3 per hour)

Heating (+£ 7 per hour) *Oct - April*

Dixon Hall (£ 16.50 per hour)

Kitchen (+£ 3 per hour)

Heating (+£ 9 per hour) *Oct - April*

Additional Booking Information

How many people are expected to attend? Adults: Children:

Do you require chairs / tables? If so, how many?

Adult Tables *number*.....

Adult Chairs *number*.....

Childrens Tables *number*.....

Childrens Chairs *number*.....

Safeguarding Information

Will the room booking involve activities for children, young people or vulnerable adults?
(*N.B. a private hire for a private event such as a children's birthday party is NOT included in this*).

Yes

No

If YES, and your booking is accepted, we will require a copy of your organisation's safeguarding policy to be submitted with the signed Room Booking Confirmation.

Payment Details and Booking Process

If we are able to accept your booking request, you will be sent a booking confirmation document (which contains the invoice) along with the conditions of hire.

When you sign and return that document with a £25 deposit, the booking is confirmed.

The deposit is refundable after the event provided hire conditions & booking times have been adhered to. It is not refundable if booking is cancelled within 48 hours of the event.

I would like to hire rooms as specified above.

Signature:

Date: