



# Our Lady Queen of Heaven Church

111 Portsmouth Road, Frimley, Camberley, GU16 7AA  
Tel. 01276 504876 Fax. 01276 500070  
Email. [olqh@ntlworld.com](mailto:olqh@ntlworld.com) Web site. [www.olqh.com](http://www.olqh.com)

## Our Lady Queen of Heaven Parish Hall Booking Form

The Hirer agrees to observe and perform the terms and conditions contained or referred to in the Parish Hall Conditions of Hire for the time being in force with this Agreement and in the Rules governing the use of the premises. **A short version of the terms and conditions can be read on the reverse of this form, a full version can be found on the notice board in the Hall by the Kitchen. Use of the Kitchen is included in all bookings.**

### Application Form

DATE OF BOOKING ..... TIME OF BOOKING.....

Purpose of hire ..... Hirer Name.....

Contact Name..... Address.....

.....

Tel: ..... Mobile.....

e-mail.....

Morning 9-12 noon /Afternoon 1-5pm booking - £35 per session. amount paid .....

Evening booking 7-11.30 weekdays, - £75 per session amount paid .....  
7.30-11.30 weekends

**Cleaning/ Key Deposit (refundable) PLUS Separate Cheque ...£50.00.....**

**TOTAL ENCLOSED .....**

All Payments to be made **in full** at the time of booking.

All Cheques should be made payable to **Our Lady Queen of Heaven Church.**

**All Bookings require a separate cheque for £50 this is for the cleaning/key deposit.** This amount will be refunded to you should the hall be left in a clean and usable state and the keys be returned immediately after your event ready for the next booking. You must ensure you have cleaned the Hall and Kitchen after use.

Please sign the form below to indicate that you will abide by the terms and conditions of hire.

Signed by.....(please print name).....  
(the Hirer/For and on behalf of the Hirer)

**ALL BOOKINGS WILL BE PROVISIONAL UNTIL THIS FORM AND PAYMENT HAS BEEN RECEIVED BY THIS OFFICE. The office reserves the right to cancel any booking should the need arise.**

Prices correct at time of printing