

CATHOLIC PARISH OF ST MARY AND ST PETROC

**ST MARY'S PARISH CENTRE
ST MARY'S ROAD
BODMIN
CORNWALL
PL31 1NF
01208 72833
stmarysbodmin@live.co.uk**

**PLEASE CALL TO CHECK AVAILABILITY OF ROOMS BEFORE
RETURNING THIS FORM.**

**APPLICATION FORM TO HIRE THE MAIN HALL/NEWMAN ROOM AT ST
MARY'S PARISH CENTRE.**

DATE/S OF FUNCTION:

PURPOSE OF ROOM HIRE:

NAME/ORGANISATION

INVOICE ADDRESS

POSTCODE

CHARITY REFERENCE

CONTACT TEL NO

MOBILE NO

PURCHASE ORDER NO(OFFICE USE ONLY)

Signed..... (Print Name.....)

Please circle room/s you require.

MAIN HALL

NEWMAN ROOM

HIRE TIMES

The time of arrival.....and the time you will leave the premises.....

The Centre is part of Plymouth RC Diocese, a registered charity. No 213227.

EQUIPMENT (Please tick all that you require)

- Loop system (free of charge) (Main Hall only)
- Flipchart (free of charge)
- Chairs.....
- Tables.....
- Television/video (£10)
- Projection screen (£5)

CATERING

We do not provide an in-house catering service. An Interim Register of Caterers is attached hereto with whom you can liaise directly for your catering requirements. We would, however, ask that you provide us with the following information.

Name of Contracted caterer.....

Time of Delivery.....

All cheques to be made payable to PRC DTR Bodmin RC Parish. The hire of the Main Hall/ Newman Room is subject to the conditions stated. Payment will be deemed to be acceptance of the conditions of hire. Until this form is returned ,your booking is provisional.

Please return completed Application form to
The Secretary
St Mary’s Parish Centre
St Mary’s Road
Bodmin
Cornwall
PL31 1NF

IF YOUR GROUP WORKS WITH CHILDREN OR VULNERABLE ADULTS ,IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE RELEVANT SAFEGUARDING POLICIES REGARDING CHILDREN AND VULNERABLE ADULTS ARE IN PLACE, (e.g. CRB CHECKS) THANK YOU.

For Office Use Only

Customer Account.....Date.....
Invoice No.....Ref.....