

**Catholic Parish of St. Mary & St. Petroc**

**St. Mary's Parish Centre,  
St. Mary's Road,  
Bodmin  
Cornwall PL31 1NF**

**01208 72833**

---

**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.....

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

**CATERING**

We do not provide an in-house catering service. We would, however, ask that you provide us with the following information if you are having caterers provide food.

Name of Contracted caterer.....

Time of Delivery.....

All cheques to be made payable to 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.....