

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)

Projection screen

Chairs..... Tables.....

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.....

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

Data Protection

Under the UK General Data Protection Regulations you have very specific rights which dictate how we collect and manage your data, these are outlined in The Diocese of Plymouth Privacy Notice, a copy of which can be made available for the Parish Office, the Diocese Data Protection Manager or you can download it at the following web link <https://www.plymouth-diocese.org.uk/wp-content/uploads/2023/11/Privacy-Notice-General-2023.pdf>

The Diocese Data Protection Manager can be contacted on dpm@prcdtr.org.uk

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