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| **Please complete this form and send it to the Bookings Secretary** **(Preferably at least 2 weeks before your meeting):** stpaulsbookings@gmail.com*Responsibility for the management of St Paul’s Methodist Centre lies with the Managing Trustees Group. Bookings are administered on behalf of the group by the Bookings Secretary.* |
| **Name of Organisation** *(Include Charity no if applicable)* | Click or tap here to enter text. |
| **Dates(s) Required** | Click or tap here to enter text. |
| **Time** *(Including set up / clear away)* | **From** | **To** |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Time of Meeting** | **From** | **To** |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Purpose of Meeting** | Click or tap here to enter text. |
| **Room(s) Required** *(Please Tick)* | **Is this likely to be a regular booking?** | **Y** [ ]  | **N** [ ]  |
| **Main Hall** |[ ]  **If so, please indicate frequency** |  |  |
| **Lounge** |[ ]  **Weekly** |[ ]   |
| **Octagon** (*restricted)* |[ ]  **Monthly** |[ ]   |
| **Room 2** |[ ]  **Other** *(Please Specify)* |[ ]   |
| **Room 3** |[ ]  Click or tap here to enter text. |
| **Kitchen** |[ ]   |
| **Concourse** |[ ]   |
| *I have read the page* ***‘Room Hire at St Paul’s’*** *including prices, arrangements for picking up keys and General Regulations including Emergency Procedures on the website:* [*www.ceredigionmethodists.org*](http://www.ceredigionmethodists.org)*.uk and agree that if our application is successful our organisation will abide by these.***Where possible - All groups should provide a copy of their Covid Risk Assessment for the room they wish to use.** |
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| **Signed** | Click or tap here to enter text. |
| **Position in Organisation** | Click or tap here to enter text. |
| **Contact Address** | Click or tap here to enter text. |
| **Phone Number** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Name and Contact Details for invoice – *if different from above*** | Click or tap here to enter text. |
| **Date of Agreement** | Click or tap here to enter text. |