

St Paul's Church Centre

15 Northey Avenue, Howell Hill, Cheam

Surrey SM2 7HS

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HOWELL HILL

Hall Booking Request Form

Your Name (contact/representative): _____

Telephone No. _____

Email: _____

Event / Activity: _____

Date of Event: _____

Event start time: _____ Event finish time: _____

Arrival time to set up: _____ Departure time after clearing away: _____

Purpose of event/hall booking: _____

Halls/Rooms required (please tick):

Downstairs	Northey Hall	<input type="checkbox"/>	Cheyham Hall	<input type="checkbox"/>	Nonsuch Hall	<input type="checkbox"/>
	Cuddington	<input type="checkbox"/>	Main Arena	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>
	Main Street	<input type="checkbox"/>				

Are you planning to *prepare* food in the kitchen? Yes / No

Do you require access to the kitchen (for water) Yes / No

Upstairs	Club Room	<input type="checkbox"/>	Upper Lounge	<input type="checkbox"/>
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Lift Access Required Yes / No

How many people are you expecting to attend? Adults: _____ Children: _____

What entertainment are you providing? _____

Is this a Fundraising event? (give details) _____

Do you want to serve alcohol? (free of charge) * Yes / No

Do you want to sell alcohol? * Yes / No

* Further information regarding the provision of alcohol (permissions and licence requirements) can be found in the *hall user agreement*.

Please return this form, once completed, to the Church Office at St Paul's Church Centre (address above)

Your Hall Booking is subject to approval and acceptance of our terms & conditions