



**The Parish of Oxton St. Saviour
with St. Andrew, Noctorum**

ST. SAVIOUR'S PARISH CENTRE BOOKING FORM

Thank you for booking room(s) at our Parish Centre for your event. Your attention is drawn to the hiring conditions and Welcome Leaflet, which contain information about the use of our Centre.

Please complete this form and return to: Parish Centre Booking Manager, Mrs S Gerrie,
c/o St. Saviour's Parish Centre, Bidston Rd,
Prenton CH43 2JZ.

Tel: 0151 653 3366 email: office@oxtonstsaviour.co.uk

NAME OF ORGANISATION	
NAME OF HIRER	
ADDRESS OF HIRER	
DAY-TIME CONTACT NUMBER EVENING CONTACT NUMBER	
TYPE OF FUNCTION	
APPROXIMATE ATTENDANCE	
DATE (S) REQUIRED	

TIME(S) REQUIRED (Please tick appropriate box(es))

Please note that if you require different time slots please contact the Booking Manager who will endeavour to meet your requirements. See above for contact details.

Morning (09.30 – 12.30)	<input type="checkbox"/>	Afternoon (14.00 – 17.00)	<input type="checkbox"/>	Evening (19.00 –22.00)	<input type="checkbox"/>
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ROOM (S) REQUIRED (Please tick appropriate box(es))		Room required?	Cost per 3 hour session
GROUND FLOOR	Meeting Room 1 (max. Capacity 45)	<input type="checkbox"/>	£40
	Meeting Room 3 (max. Capacity 100)	<input type="checkbox"/>	£60
	Kitchen for tea/coffee only	<input type="checkbox"/>	No charge
	Kitchen for preparing, cooking or serving food (give details overleaf)	<input type="checkbox"/>	Free to £20
	Atrium (for serving food or drinks, when booked with room 1 or 3)	<input type="checkbox"/>	£20
1 st FLOOR	Meeting Room 5 (max. Capacity 30)	<input type="checkbox"/>	£30

Discounts for block bookings may be available.

If you wish to view the facilities or require additional information please tick here, and the Booking Manager will contact you to discuss.

Please remember that parking is **NOT** permitted in the Caernarvon Castle car park. It would be appreciated if you could remind everyone present at your event of this. Thank you.

BUILDING EVACUATION

In the event of a building evacuation the person responsible is _____
and is located in Room _____.

Are you aware of any member of your party who would require assistance in the event of evacuation of the building?

Yes or No (Please tick)

PAYMENT DETAILS

The hiring fee is due 2 weeks prior to the hire date.

If paying by cheque, please make payable to St. Saviour’s Parish Centre.

If paying by electronic transfer, please use the following details:

Account Name: St. Saviour’s Parish Centre
Sort Code: 40-10-26
Account: 11537628

Please identify your booking with a reference that shows the date of the booking and something that identifies you e.g. if your name is Brabiner and you booked a room for 18/03/2019 you might use:
Reference: 18032019BRABINER

Thank you.

I have read and agree to the conditions of this booking (conditions can be found in the Property Users’ Guide).

SIGNATURE: _____

NAME _____ DATE _____

If returning this form electronically, please put your email address in the signature area above, to indicate that you have read and agree to the terms and conditions, and email the form to the address overleaf,

KITCHEN REQUIREMENTS

If you have indicated that you wish to hire the kitchen for the preparation, cooking or serving of food, please supply further details below, stating the kitchen equipment you will be using and the details of any private caterers being used. Depending on the requirements, an additional charge, of up to £20, may be made.

FOR OFFICE USE ONLY

Licences /Public Liability Certificates seen, if applicable. Y / N

SIGNATURE _____

NAME _____ DATE _____