

# Church of Our Lady, St John's Wood

## Request form for use of the Parish Hall

Name of Applicant .....

*Name of Organisation* .....

*Description of Organisation* .....

*Charity Number* .....

Address .....

.....

Telephone number .....

Purpose of function .....

Date of Function .....

Will children under  
age of 16 be present?

YES NO (*Please delete as appropriate*)

(If yes, please ensure that you are provided with a copy of  
the sheet *Child Protection: Hiring arrangements for  
church premises*)

Times of function Start ..... Finish .....

Set-up Time Start ..... Finish .....

Clear-up Time Start ..... Finish .....

**If the request is accepted I promise to abide by the rules for the use of the hall**

*Signed* .....

*Date* .....

Request form received by ..... Date.....

Request form approved by ..... Date.....

Office Use

Amount to be paid .....

Full amount paid (inc. deposit) .....

Deposit returned .....