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March 24, 2023

Dear Hall Booker

Thank you for your enquiry about hiring the Main Hall in the Fitz Wygram Church Hall.

The hire fee is £39 an hour + a damage deposit of £75.

Please complete the attached form and return it to me. (If you don't have a scanner, I can accept a typed signature.) I am also attaching a general guide to hiring the hall or church, which may answer any other questions you have, but do contact me if you need further information.

Please ensure that you have included setting up and clearing up time in your hire as we often take several bookings for the same day, and you won't be able to start before the agreed time and will have to be out by the end of the agreed hours. Most parties include an extra hour's hire to allow for this, and most bookings are for at least three hours. There are recycling and waste bins in the hall car park outside the main doors.

Alcohol may not be served to adults at children's events or parties. Where alcohol is served at adult events, we request a higher damage deposit of £125. Full details are contained in the information pack that goes with this letter.

We cannot hold a provisional booking for more than a week without payment. Once your booking is confirmed we can arrange a time for you to collect a hall key in the days running up to the booking.

I hope your party/event is a great success.

Yours sincerely

Nick Bagge
Parish Administrator

Booking Form for Hiring the Main Hall - Fitz Wygram Hall

Hire is subject to the conditions sent with this form

Hirer's contact details

Full name	
Address	
Telephone number	
Email address	

Function details

Day & date of hire			
Start time (to include setting up)		End Time (to include clearing up)	
Purpose of hire	<i>(Please give details of entertainer/activities, etc.)</i>		
Alcohol being served?	YES/NO (delete as applicable)	Alcohol may only be served at adults' events	
Approximate number of adults		Approximate number of children (please include age range)	

Payment details

TO CALCULATE HIRE CHARGE (a) £39 per hour x number of hours + (b) £75/£125 damage deposit [as applicable] = (c) Total	TOTAL CHARGE: (a) £xxx + (b) £xx = (c) £xxx Provided the hall is left clean and undamaged , the damage deposit will be refunded to your account (if paying by BACS); if paid by cheque, the cheque will be shredded.
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HOW TO PAY The easiest way is by Bank Transfer. You need to make this payment	
Bank Transfer (BACS payment): Bank Name: CAF Bank Account Name: PCC of St James's Church Sort Code: 40-52-40 Account No: 00032595 Please use this reference: HALL + YOUR SURNAME	If paying by bank transfer, please provide your account details to enable us to refund the damage deposit: Account Name: Sort Code: Account No:
OR CHEQUES: Made payable to <i>PCC of St James's Church</i> (one for the hire fee, one for the damage deposit)	

Please sign this form and return it (if emailing we accept typed signature), confirming that you have paid by bank transfer or cheques (posted to the above

address). Signing means that you agree to abide by all the conditions of hire contained in the information pack.

Signed: **Date:**

Name: