



PLEASE RETURN COMPLETED FORM TO:

St Aldhelm's Church Centre, Spa Road, Weymouth, Dorset, DT3 5EW
 Telephone: 07562 905321
 E-mail: enquiries@staldhelmschurchcentre.co.uk
www.staldhelmschurchcentre.co.uk

BOOKING and ENQUIRY FORM

Name of Organisation								
Type of Organisation (e.g. business/ charity/ other)								
Name of person responsible for event								
Correspondence Address								
Telephone Number								
E-mail Contact								
Type of Event (e.g. meeting/ party/ conference/ lecture/ training course/ social/ club/ sports etc.)								
Number Attending (Max capacity for Centre 200)								
Date of Event					Start Time		Finish Time	
Additional times when you require access to the building (e.g. for preparation or clearing up). Additional charge will apply.								
Room	am	pm	eve	Projector	TV monitor	Flip Chart	Layout style	Refreshments
Conference Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Café Lounge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Room 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Theatre Board Room	<input type="checkbox"/>
Room 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Theatre Board Room	<input type="checkbox"/>
Room 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Theatre Board Room	<input type="checkbox"/>
Room 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Theatre Board Room	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Catering	<input type="checkbox"/>	Tea/coffee	<input type="checkbox"/>
Special Requirements		Y / N	Details:					

We only have a limited amount of equipment. Please ask on booking!

Refreshments	Tea/ Coffee <input type="checkbox"/>	Lunches <input type="checkbox"/>	<i>If you wish to provide your own refreshments and meals please seek permission. A cover charge may be levied.</i>
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Please make cheques payable to ST ALDHELMS CHURCH CENTRE

I have read and agree to abide by the conditions of hire as set out in the Terms of Hire & Booking Conditions.

Signed _____ Date _____

Print _____

Please note that the prices in the accompanying brochure offer only minimal guidance for straightforward bookings and are subject to continual review. A non refundable deposit of £..... is required on confirmation of your booking.

Office Use Only

BOOKING REFERENCE NO:

Booking accepted by

Date:

Allocated Room(s)

Confirmation e-mail date:

Letting Fee £

Balance Due £

Deposit Rec'd £

Date:

Invoice:

Balance Rec'd £

Date:

Invoice:

Web Site

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