**IMMACULATE CONCEPTION CHURCH HALL BOOKING REQUEST**

Thank you for your interest in the use of our Church Hall. Please complete the following details and we will endeavour to respond to your request within 2 working days. Please ensure all details are completed in order for your request to be considered. A £30 deposit will be required in order to secure your booking once it is approved.

|  |  |
| --- | --- |
| Name |  |
| Tel |  |
| E mail |  |
| Address |  |
| Date of event |  |
| Start time  including set up time |  |
| Finish time  including clearing up time |  |
| Is this a Private Event or a Parish Event? |  |
| What is the occasion? |  |
| Please detail the nature of your event and what activities will be taking place? |  |
| How many people are likely to attend? |  |
| What facilities will you require? |  |
| If this is a private event, where did you hear about our hall hire? |  |

***Please return this completed form to the Parish Office at:***

***346 Portswood Road, Portswood, Southampton SO17 3SB***

***or email it to*** [***office@immaculateconception.church***](about:blank)