

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 portswood@portsmouthdiocese.org.uk*