# Trinity Methodist Church, Oadby

Harborough Road, Leicester LE2 4LA ☎ Bookings 0116-2927364

Bookings Sec.: Mr. & Mrs. R.V. Fawcett, 6 Pulford Drive, Scraptoft, Leics. LE7 9UD

BOOKINGS REQUEST from (Organisation): …….. ……..

*Please check and complete the following details for our records*:

| Name, address & position of contact person: | Name and address of Person to pay invoice (if different) |
|---|---|
| Tel. No: | Tel. No: |
| Responsible person in charge of the group on the booked day(s): | |

Rooms requested & provisionally booked.

*Please sign and return this sheet with payment as confirmation*

| Date(s) required | Times … From | to | Room | Cost £ |
|---|---|---|---|---|
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| | | | Subtotal Hire charge | |
| Housekeeping deposit £50.00 or 50% of the hire charge whichever is the greater figure which will be refunded if all is satisfactory following the hire. | | | | |
| (Please make cheque payable to '**Oadby Trinity Methodist Church**') **Grand Total** | | | | |

Please send cheque to :- Mr & Mrs R V Fawcett. 6 Pulford Drive, Scraptoft, Leicester, LE7 9UD

Please send payment at least 2 weeks before the booking date.

If young people under the age of 18 are to be present on the premises please state :-

Age range of young persons …….. Number of adult leaders / helpers……..

BOOKINGS HIRE AGREEMENT. I agree to the conditions set out in the leaflet "Information for people wishing to use the Church premises"

Signed: …… (Hirer) Date: ……..

Name in block capitals please ……..

Organisation: …….. Position: ……..

And signed on behalf of Trinity Methodist Church, Oadby

…….. Date: ……..

BOB & PAULINE FAWCETT, Bookings Secretary