Our Lady of the Angels Church

The Presbytery
Coton Road
Nuneaton
CV11 5UA

Phone: 024 76382139

E-mail: oloangels.nuneaton@rcaob.org.uk

Booking Form

Date: February 16, 2022

1) Hirer:

Name:_____

Address: _____

_____

Telephone: _____

Email: _____

2) Event details:

Date Required:_____

Time required(including setting/cleaning up):_____

Number of guests: _____

DESCRIPTION	Amount	Date paid	AMOUNT
Deposit	£50		
Event Fee: (Due at least 5 working days before event)	£		
	TOTAL		

Both the main hall and small lounge are charged at **£20 each per hour** ***(including preparation and cleaning up, if you wish to come early to set up you will be charged the same rate for this).*** You also have the use of the kitchen and it's facilities.
Deposit of £50 is required at time of booking and is refundable after event, subject to terms and conditions of use of premises, which you will be issued a copy of at the time of booking.
It is the Hirers responsibility to remove all rubbish once the event is over, please remember to bring black bin bags. Rubbish bags can be put in the large blue rubbish container in front of the garage doors.
Form to be returned to the parish administrator, Steph Taunton, either by putting through the presbytery (house attached to the church) letter box or by email to **oloangels.nuneaton@rcaob.org.uk**

Signed: Date:

Date Deposit refunded: _____ Collected by: _____

Cheques payable to: Our Lady of the Angels Church
For Bank transfers: Sort code: **54 21 13** Account: **49567225**
Account Name: 136 Nuneaton O LDY **Please use your event date in a the Reference section**
Total due no later than 5 working days before the event.

For office use:
Date deposit received: _____ Date final payment received: _____