

2023

For Office use only
Booking Ref:

The Parish Church of St Andrew

Kimbolton Road, Bedford



To: Church Centre Manager
St Andrews Church
Kimbolton Road
Bedford
MK40 2PF
Registered Charity no 1130171

Tel: 01234 216881

email: bookings@standrewsbedford.org

Request to Hire St Andrew's Centre Facilities

Please tick

Subject to the Conditions of Hire, a copy of which I have received and read

Please note: a booking cannot be confirmed until a booking form has been received.

Booking Details

Invoice Details (If different)

Contact Name:		Contact Name:	
Organisation:		Organisation:	
Address:		Address:	
Phone:		Phone:	
E-mail:		E-mail:	

Requirements

Room	Resources	Refreshments	No of People
Church	Screen	Teas/Coffees	
Main Hall	PowerPoint Projector	Biscuits	
Holt	Flip Stand & Paper	Water & tumblers	
Hulbert	Large TV		
Dent	Sound System	Kettle & Crockery only	
Consulting Room	Organ		
Kitchen	Piano		
<i>Layout:</i>			
Tables	Contribution to Performing licence		
Chairs			
Boardroom		<i>External Caterers</i>	
Classroom		Name	
Theatre		Phone	
Horseshoe		Service	
Circle		Time	
Other	Detail – Please identify in Additional Information		

Booking Dates

Date	Time of Hire (Beginning & end)	Time meeting starts	No of People	Purpose/ Title of Meeting

**For Regular Bookings, please circle required dates below
(Please note - we do not hire out rooms on Sundays or Bank Holidays)**

Calendar for 2023

January							February							March							April							
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
						1			1	2	3	4	5			1	2	3	4	5							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30	
30	31																											

May							June							July							August							
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
						1				1	2	3	4						1	2			1	2	3	4	5	6
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				
29	30	31												31														

September							October							November							December							
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
				1	2	3							1			1	2	3	4	5						1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
							30	31																				

Additional Information / Comments

Organisation Type

Commercial Organisations / One-off Users		Community Groups	
Church Members / Charities			
Registered Charity Name & Number			

I confirm that I have read and accept the Conditions of Hire sent to me, and that I have my own liability insurance to cover any claims that may be made by third parties.

Signature _____ **Date** _____

The Management Accept no liability for loss or damage of any items left in the Centre

Notes:

- 1. Timings:** Please ensure there is adequate time before and after your meeting to allow for set-up and take-down.
- 2. Cancellations:** All bookings cancelled within one week of booking date will be subject to a 100% charge. All bookings cancelled within two weeks of booking date will be subject to 50% charge. All bookings cancelled with at least two weeks notice will not be subject to charge.
- 3. Church Bookings:** If the Centre is required for Church use this will take precedence over other bookings. In the event that the Centre is required every effort will be made to notify Hirers well in advance.