

**Booking Form for hire of Holy Saviour’s Parish Centre**

Completion of this form does not guarantee a booking. Bookings will be confirmed after this form has been received and agreed. Please send this form to [office@holysaviours.org.uk](mailto:office@holysaviours.org.uk) or Holy Saviour’s Church, Broadway, NE30 2LD

Date of Booking: …………………………………………………………………………………………………………

Start and finish time of your event: ……………………………………………………………………….

(Please include time to set up and clear away after your event)

Which room(s) are you booking? Please tick:

Small room, £15/hr Large Room, £18/hr

Total cost: ……….……….……

Reason for Booking: …………………………………………………………………………………………………..

Name of Person/Company Booking: ……………………………………………………………….…………

Contact details:

Phone No: …………………………………………..……

Email: ………………………………………………………………………………………………………………………….

How many people are expected to attend the event?: …………………………………………………...

We ask that the Hall is left in a tidy and clean condition ready for the next booking.

Thank you

Please tick here to confirm that you agree to the conditions of hire

If you do not want your details to be made available for future Church use, tick here

For GDPR purposes. By ticking the form as above you are confirming that you do not consent to the PCC of Holy Saviour’s, Tynemouth holding and processing your personal data so as to keep you informed about news, events and services at Holy Saviour’s.

Office Use:

Date Booking Taken: ……………………………. Booking Taken By: ……………………………………

Date Invoice sent: …………………………………. Date Paid: ………………………………………………….

Entered in: Google Calendar: Diary: