



**ST THOMAS THE APOSTLE**  
BOSTON ROAD, HANWELL, W7 2AD  
**BOOKING FORM**

**Please complete all details, sign and return to Gill Shaw Email gillshaw36@aol.com.** You will be sent a **Hiring Agreement when your booking is confirmed.** If you have any queries please contact Gill Shaw (Hall Administrator) 36 Clitherow Avenue, W7 2BH (0208 567 0999 )

---

**DATES AND TIMES OF BOOKING**

*Times should allow for setting up and clearing away before and after your event. Please note that you will need to take away all rubbish generated by your event.*

**DESCRIPTION OF YOUR EVENT/ACTIVITY:**

**FACILITIES/SPACE REQUIRED:** Main hall and stage area, kitchen & adjoining room, front entrance lobby & toilets (the lounge off the main hall, side & under stage areas & upstairs rooms are excluded)

**NAME**

Organisation (if applicable)

Position held:

**ADDRESS:**

**MOBILE;**

**EMAIL:**

**Cost of hire £** ( hrs @ £ per hour) Please pay 50% of the cost now (or the full cost if you wish) with the balance and a refundable deposit being payable on collection of key to the hall from Gill Shaw at above address. Deposit can be a cheque for £200 or £100 cash . This will be destroyed/ returned to you within a week of your event providing the **Conditions of Hire** are met. All cheques should be made payable to: *St Thomas' Church Hanwell*, please.

**BACS payment preferred for hire cost please.**

Account name: PCC of St Thomas The Apostle Hanwell

Sort code: 40 11 58

Account number : 70293881

I have read, understood and agree to comply with the **Conditions of Hire of St Thomas' Hall.**

Signature of Applicant /Authorised Signatory\_\_\_\_\_

Date\_\_\_\_\_