



St. Stephen's Parish Church  
St. Stephen's Road  
Hightown  
L38 0BL

- *integral to community life*
- *welcoming and joyful in worship*
- *inspiring and loving in our ministry to children*

### **Church Hall Booking Form**

**Please return this completed and signed form with the hire charge and deposit, cash OR cheque made payable to St Stephen's PCC OR BACS payment to: St Stephens Hightown Church Funding and Charities, Sort Code: 01-03-25 Account No: 81822715 reference: own name or organisation**

**to:** Beryl Howard 10 Riverside Hightown L38 0BU  
Telephone: 0151 929 3617, 07980979196, email: beryl.kev.howard@gmail.com

Day / Date Hall required: \_\_\_\_\_

Times (which **MUST** include setting up and clearing away)

Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Type of function (if a children's party, please state ages)

18<sup>th</sup> and 21<sup>st</sup> birthday parties are not permitted.

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**Bouncy castles can be erected on the grass adjacent to the hall subject to payment of an additional fee of £15 per inflatable but are not under any circumstances allowed in the building. Hirers must ensure that bouncy castle providers have adequate insurance.**

Organisation (if applicable): \_\_\_\_\_

Is an alcohol licence being applied for? \_\_\_\_\_

#### **Contact details of organiser**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Deposit and Hire Fee Paid - £ \_\_\_\_\_

**I have read the Conditions of Hire and Risk Assessment information and accept them. I agree to abide by the conditions during the hire period.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_