

The Parish of Louth

Contact via Miss Julie Speakman

The Deanery Office
6 Ugate
Louth
Lincolnshire
LN11 9ET



Tel: 01507 610247 : From 10am to 1pm
Email: Julie.speakman@btconnect.com

Hire of the community room in Church House for events, special occasions and groups.

Name of organisation _____

Contact person _____

Address _____

_____ Postcode _____

Contact telephone number: _____ Mobile number: _____

Contact e-mail address: _____

Title of proposed event, and brief description:

Date of proposed event ____/____/____ Time room required from _____ to _____
(if heating required)

Time Heating needs to go on _____ Time Heating can go off _____

Signature: _____

Date: ____/____/____

Summary of Fees payable for hire of the Community Room at Church House, 6 Ugate, Louth as set by St James DCC.

TIMES	HOURLY RATES	Basic	Charity/Community Group
09:00-22:00	For 1 Hour	£20.00	£10.00

TIMES	SESSION RATES	Basic	Charity/Community Group
08:00-12:00	Morning Session	£40.00	£20.00
13:00-17:00	Afternoon Session	£40.00	£20.00
18:00-22:00	Evening Session	£40.00	£20.00

TIMES	DAY RATES	Basic	Charity/Community Group
Between 09:00 and 22:00		£80.00	£40.00

TIMES	LATE EVENING RATE	Basic	Charity/Community Group
After 22:00 there is an additional fee of:		£80.00	£40.00

Please complete the section overleaf before sending the Booking Form back.

Please indicate the options you would like for your event:

Community Room at Church House, St James	BASIC	CHARITY/ COMMUNITY GROUP	
Hire of the community room: Hourly Rate	£20.00	£10.00	
Hire of the community room: Morning/Afternoon/Evening Session <small>*please delete as appropriate</small>	£40.00	£20.00	
Hire of the community room: Day Rate	£80.00	£40.00	
Hire of the community room: Late Evening Rate (in addition)	£80.00	£40.00	

• **Please note that discounted rates may be agreed for the following reasons:**

1. Regular hire of the venue (booking of 10 or more sessions at a time)
2. The body hiring the venue is itself a charitable or non-profitmaking entity
3. The activity is being delivered on behalf of, or in partnership with the church and/or
4. The activity helps to fulfil the charitable objectives of the PCC of Louth.

Please indicate if you like your event publicised on our website? www.teamparishoflouth.org.uk

News & Info; Events section

Date: _____ **Event Title:** _____

Time From: _____ **Time To:** _____

If applicable tickets available from: _____

Any additional information: _____

Please complete and return this Booking Form AS SOON AS POSSIBLE to:

**Miss Julie Speakman, The Deanery Office, 6 Ugate, Louth LN11 9ET
or email to Julie.speakman@btconnect.com**

For office use only:

Booking agreed at Diary Meeting on ____/____/____

Booking confirmed on ____/____/____ by _____.

Information passed on to:

Rector

Diary

St James Treasurer

Website Editor