



# **Church of St Mary & St Joseph**

*186a St John's Road, Boxmoor, Hemel Hempstead*

## **How to Book**

The Parish Centre is a popular venue for many activities  
If you would like to make a booking for an event, party or meeting  
please contact us by telephone or email – details below

Telephone: 07533 965372

Email: [hallbookings@boxmoorcatholic.org](mailto:hallbookings@boxmoorcatholic.org)

Our smaller hall, St Joseph's, is also available for hire.

To print or download a booking form, please see below

## Booking Application Form

### Contact Details (The Hirer)

Contact Name:.....

Company Name (where appropriate):.....

Address:.....

Town:..... Postcode:.....

Contact Telephone Number:..... Email:.....

### Invoice Address (if different from above)

.....  
.....

### Function Details:

Premises Required:     St Joseph's Hall     Parish Centre

Date of Function:.....

Type of Function (ie Childrens Party, Wedding Reception, 21<sup>st</sup> Birthday, Quiz Night etc)

.....

Time Required: (this must include your set up and clearing up time)

From:..... To:.....

Estimated Number of People:..... (please note the maximum for The Parish Centre is 120)

Are you having Live Music:     Yes     No

Are you serving Alcoholic Drinks:     Yes     No

If you are having Alcoholic Drinks will they be:     For Sale     Complimentary

If you are selling Alcoholic Drinks please provide the following information:

Who will be providing the Alcohol Licence: Name: \_\_\_\_\_ Contact Tel No:  
\_\_\_\_\_

(Please note, any sale of Alcohol must have the appropriate Licence from the Borough Council. It is the responsibility of the hirer to obtain all necessary licences which must be presented to the Hall Management prior to the event taking place. The Management reserves the right to cancel this booking if the relevant paperwork is not presented.)

Will you be using the Kitchen for catering purposes:     Yes     No

Cooking Food     Preparing and Serving Food     Light Snack preparation only

**All times and dates are subject to confirmation by the management**

**This form, when signed and returned constitutes a confirmed booking and will need to be supported by the appropriate deposit as detailed within the terms and conditions.**

**I hereby agree to the terms and conditions as detailed within the attached and enclose the appropriate deposit required:**

Signed: \_\_\_\_\_

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

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

Deposit Enclosed: £ \_\_\_\_\_

**Cheques are payable to WRC DT Catholic Church Boxmoor**