



# Shedfield Study Centre Booking Form

<b>Contact name</b>			
<b>Name of organisation (if applicable)</b>			
<b>Address</b>		<b>Postcode</b>	
<b>Telephone</b>			
<b>Email</b>			
<b>Date required</b>			
<b>Time required</b>			
<b>Description of activity</b>			
<b>Do you require use of the church?</b>			
<b>Additional facilities required</b>			
<b>People attending</b>	<b>Adults:</b>		<b>Children:</b>
<b>Do you require use of the kitchen?</b>			
<b>Catering requirements?</b>			
<b>Hire cost</b>	£		<b>On receipt of the completed Booking Form an invoice will be issued.</b>
<b>I confirm that I have read, agree and retained a copy of the Study Centre Conditions of Booking and Use and the Fire Evacuation Procedure.</b>			
<b>Signed</b>		<b>Date</b>	

**Please complete the Booking Form and email a copy to [shedfieldstudycentre@btinternet.com](mailto:shedfieldstudycentre@btinternet.com) or place in the Study Centre mail box (adjacent to the church) or mail to Shedfield Study Centre, St John's Lane, Shedfield, SO32 2HY**

<b>For Office use only:</b>	
<b>Insurance A B C D</b>	Added to diary
Payment received (Cheque/Transfer)	Invoice raised
Catering team advised	