

OUR LADY OF GRACE, PRESTWICH
AGREEMENT FOR THE HIRE OF THE COTTAGE, HIGHFIELD ROAD, PRESTWICH

TO BE RETURNED TO: The Bookings Secretary
 Our Lady of Grace Presbytery
 11 Fairfax Road
 Prestwich
 Manchester
 M25 1AS

I/We hereby agree to hire "The Cottage" of Our Lady of Grace, Prestwich,
on the _____ day of _____ 202_____

for the purpose of _____

from _____ to _____ (give times).

Approximate number of people expected to attend: - _____

I/We attach £_____ (the total cost of hire). I/We understand that half of this fee is refundable if the booking is cancelled more than two months in advance of the date of the function.

OR: I/We have paid £_____ directly via bank transfer.

I/We agree to abide by and conform to the attached Booking Terms and Conditions of Hire which I/We have read

Dated this _____ day of _____ 202_____

Signature _____

Name _____

Address _____

Post Code _____

Telephone Number _____

Email _____

THIS FORM MUST BE RETURNED AND PAYMENT MADE WITHIN 7 DAYS OR THE PROVISIONAL BOOKING MAY BE LOST.

CHARGES FROM MAY 2023

**£15.00 per hour or £50.00 for four hours. Minimum hire three hours.
9.00am to 5.00pm Monday – Saturday, 1.00pm to 5.00pm Sunday.**

Cheques payable to: - Our Lady of Grace, Prestwich.

**OR: - Payment by Bank Transfer to
Barclays Bank, Sort Code, 20-55-34, A/C number 60192309, TDST Our Lady of Grace, Prestwich**

For regular bookings please state the name of the organisation in the reference on the Bank Transfer/Standing Order.

For a one-off booking e.g., party, please state the date of the occasion and surname of the person making the booking.