



Rugby United Reformed Church

40 Hillmorton Road, Rugby, Warwickshire CV22 5AD

PREMISES BOOKING FORM

Before submitting this form all potential users are invited to contact the Hall Bookings Secretary, Mr Robert Payne 26 Ambleside, Rugby CV21 1JB: Tel 01788.537754 or email at hallbookings@rugbyurc.org.uk to check availability for the times and dates you may require. Please also read the accompanying leaflet on premises user terms and conditions - details are also available online at www.rugbyurc.org.uk and click on Hall Bookings in the Quick Links box. The contact person will be responsible for the booking, key collection and return, and arranging payment.

User Group / Organisation

Contact person

Contact address

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Telephone Mobile.....

Email

Proposed use of premises

Please initial here to confirm you have read and agree to the booking terms

Premises required :

Date	Room / Hall etc	Start time	End time	£££'s
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If your reservation is in less than 3 weeks time please return this form with your payment (Made payable to "Rugby URC" please) to our cashier, Mr Bill Howard, 8 Frobisher Road, Rugby CV22 7HU, otherwise please return form only to Mr Robert Payne as above. Please ensure payment is sent to Mr Howard at least 3 weeks before your reservation with details of the booking concerned.