**ST MARY’S CHURCH**

**HIGH PAVEMENT**

**NOTTINGHAM**

# NG1 1HN

**BOOKING FORM 1**

**INITIAL ENQUIRY**

|  |
| --- |
| Name of Organisation: |
| Name of event: |
| Date of event: |
| Start time (to include setting up): |
| End time (venue ready to hand over): |
| Likely number of people attending: |
| Please give details of the proposed activities: |
| Name of person responsible: |
| Address: |
| Main contact phone no: |
| Mobile phone no. for day of event: |
| Email address: |

Proposed dates for rehearsals, setting up or other preparations:

|  |  |  |
| --- | --- | --- |
| Date | Start time | Finish time |
|  |  |  |
|  |  |  |

**P T O**

*Please sign and date below to confirm that the information*

*you have given is correct.*

Signed: ………………………………………………………………….

Date: ……………………………………………………………………..

Please return this form to the Events Coordinator

email: [events@stmarynotts.org](mailto:events@stmarynotts.org)

mobile 07549 376789

with any requests for any additional information about facilities and bookings at St Mary’s.

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**Office use only**

Date:

Taken by:

Booking reference: