

St Columba's Hall Hire Booking Form

Bookings need to be confirmed by church office



Hirer Details

Organisation name	
Contact name	
Email address	
Contact number	
Address	
Address for invoicing (if different from above)	
Charity number (if applicable)	

Your Event

Date (s) requested	Hall (s) requested	Start time	Finish time (max 11pm)

Please consider time to set up and clean/clear after the event which must be included in start time and finish time. You will not be able to access the hall earlier than the start time stated on your booking and the hall must be cleaned and vacated by the booked finish time.

Alcohol to be sold (this includes a free glass of alcohol as part of a ticket)

Yes ☐

No ☐

If yes, you will be required to apply for a Temporary Event Notice (TEN) with the Royal Borough of Kensington and Chelsea (RBKC)

Requirements – extra cost and depending on availability
(please circle or highlight your requests)

AV System (Lower Hall only)	Projector	Microphone
Organist	Choir singer (state number)	Beadle Pont Street, London SW1X 0BD T: 020 7584 2321 E: office@stcolumbas.org.uk W: www.stcolumbas.org.uk
Other (please specify)		

Minister: Reverend C A MacLeod MA BD

Registered charity Number: 236173

Tables/Chairs (numbers) – depending on availability

.....

Note: We have limited storage space so any deliveries prior to the event must be approved with the Church office in advance. We will not accept deliveries that haven't been agreed in advance.



Declaration

I can confirm that the above details provided are accurate.

I have read and agree to the “Terms and Conditions Hall Hire 2025”

Name Signed Date

For Office Use Only	
Hire cost agreed	
Beadle	
Organist	
Choir Singers	
Audio equipment	
Remarks	

Pont Street, London SW1X 0BD
T: 020 7584 2321
E: office@stcolumbas.org.uk
W: www.stcolumbas.org.uk

Minister: Reverend C A MacLeod MA BD
Registered charity Number: 236173