

The Parish of Keighley - Event Booking Agreement



Agreement date	
Organisation	
Named Contact	
Address and postcode	
Contact number	
E-mail address	
Church contact for booking	
Name of Church/Venue to be hired	

Reason for booking		
Date/s of booking (Please state start and end dates of sessions if a recurring booking.)		
Start and finish times.	Start time- including set up time.	Finish time- including clear up time.
Total hours @ cost of		
Signed by hirer (please also print name)		

ROOM(S) required (please note these are bespoke to each venue)

FOR PARISH USE ONLY

Method of payment	BACS	Direct Debit	Cash/cheque
Total Payment due by			
Deposit of £50 received?	Yes	No	
Total Payment received?	Yes	No	

Signed on behalf of Keighley Parish (Please also print name)	
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