

Room Hire Enquiry Form

NOTE: In accordance with Methodist Standing Orders we do not allow our premises to be hired for any political event or activity and no betting or gambling in any form is allowed on the premises and the supply, sale, or consumption of alcoholic beverages is not permitted.

Contact details			
Organisation:		Contact Name:	
Tel No:		Email:	
Address:			

Proposed hire details			
Reason for hire:			
Date required:		No of people expected:	
Time required (start & finish times):	Start:	Finish:	

Facilities required		<i>(Delete as necessary)</i>	
Which room(s) would you like to hire?	Main Hall (200 Capacity)	Yes	No
	Wesley Room (40-50 capacity)	Yes	No
	Hackworth Room (25) capacity)	Yes	No
	Epworth Room (10 capacity)	Yes	No

Do you want to hire other facilities (extra cost)?	Use of kitchen	Yes	No
	Digital projector	Yes	No
	Laptop computer	Yes	No
	PA system (Main Hall)	Yes	No

Please add any other information you think may be relevant

Please either scan your completed form and email it as an attachment to shildonmchall@gmail.com or post it to Hall Bookings, Shildon Methodist Community Hall, Main Street, Shildon, Co Durham, DL4 1AH