

**ST JOHN'S HOUSE**  
**The Broadway, Winchester SO23 9BE**  
*(St. John's House, the Home of Winchester YMCA)*  
 Bookings Tel: 01962 892541 Mobile: 07854 726929  
 Email: bookings@stjohnshouse.org.uk  
 Web: www.stjohnshouse.org.uk



## ST. JOHN'S HOUSE BOOKING FORM

**PLEASE COMPLETE AND RETURN**  
*(Retain a copy for your file)*

1. Name of organisation					
2. Applicants Name and Address					
3. Home Telephone: Home Mobile: Home Email:			Business Telephone: Business Mobile: Business Email:		
4. Date of Hire From:		20	To:		20 (inclusive)
5. Facilities Required					
Facility	Booking Hire Start Time	Event Commence Time	Event Finish Time	Booking Hire Finish Time	Total Hours Hired
ASSEMBLY ROOM					
ASSEMBLY ROOM BEVERO ROOM KITCHEN					
DE WINTON ROOM					
DE WINTON ROOM KITCHEN					
BEVERO ROOM KITCHEN					
<b>PLEASE NOTE:</b> These times include customer setting up and clear down time					
6. Other requirements – indicate on reverse of this form & use floor plan provided to show seating & table plan					
7. Purpose of Hire			8. Number of Participants/Spectators expected		

*We/I have read the "Conditions and Regulations of Hire", including the scale of charges.  
 We/I clearly understand same and undertake to abide by and confirm to the same in the event of this application being granted.*

*We/I enclose a deposit of payment in accordance with the scale of deposits and undertake to pay the balance due at least twenty-one days before the date of hiring as set out in the "Conditions and Regulations of Hire".*

*Deposit cheques and orders must be crossed and made payable to "**WINCHESTER YMCA**"  
 and forwarded together with this form, duly completed and signed. If cheques are not cleared by the bank  
 this will be deemed as non-payment and the booking cancelled.*

For Office Use Only			Signature of applicant or organiser	Date of Payment
Deposit paid with this form £	Total room(s) hire cost £	Balance to pay £		
<i>Floor plan</i>			<i>Indemnity form</i>	<i>Damage cheque</i>