

The Parish of Louth

Contact via Mrs. Kate Clarke:

4 The Terrace
Stewton Lane
Louth,
Lincolnshire.
LN11 8RZ



Tel: 01507 604597

Hire of the Parish Church of St. James for events and special services

Name of organisation _____

Contact person _____

Address _____

Postcode _____

Contact telephone number: _____ Mobile number: _____

Contact e-mail address: _____

Title of proposed event, and brief description:

Date of proposed event ___/___/___

Time church needs to be open _____

Time Church can be locked _____

Signature: _____

Date: ___/___/___

Summary of normal Fees payable to hire the Parish Church of St. James, Louth

Hire of whole church: Verger in attendance £40

First hour's hire of whole church £25

Basic charge £65

Charge per additional hour £25

Hire of rear of the church: Verger in attendance £40

First hour's hire of whole church £15

Basic charge £55

Charge per additional hour £15

Additional charges: Heating (normally Oct. to Mar.) £50

Use of Organ £45*

Use of Piano £25

Use of the Sound System £25

Use of the Kitchen £25

* The charge for using the Organ is waived when the church's own organist plays for the event. However, a fee should be negotiated with them for playing the organ.

Please complete the section overleaf before sending the Booking Form back.

Please indicate the options you would like for your event:

	2017	
Hire of the whole church:		
Basic charge	£65	Yes/No
Additional hours (___ hours at £25 per hour)	£ _____	Yes/No
Hire of the rear of the church:		
Basic charge	£55	Yes/No
Additional hours (___ hours at £15 per hour)	£ _____	Yes/No
Additional charges:		
Heating (normally Oct. to Mar.)	£50	Yes/No
Use of Organ	£45	Yes/No
Use of Piano	£25	Yes/No
Use of the Sound System	£25	Yes/No
Use of the Kitchen	£25	Yes/No

Please indicate if you like your event publicised on our website? www.teamparishoflouth.org.uk

News & Info; Events section

Date: _____ **Event Title:** _____

Time From: _____ **Time To:** _____

If applicable tickets available from: _____

Any additional Information: _____

Please complete and return this Booking Form AS SOON AS POSSIBLE to:

Mrs. Kate Clarke, 4 The Terrace, Stewton Lane, Louth. LN11 8RZ.

For office use only:

Booking agreed at Diary Meeting on ___/___/___

Booking confirmed on ___/___/___ by _____.

Information passed on to:

- Rector*
- Deanery Office / Treasurer of St James*
- Director of Music*
- Vergers*
- Website Editor*