



NEWPORT CATHEDRAL  
EGLWYS GADEIRIOL CASNEWYDD

**The Deanery, 105 Stow Hill, Newport. NP20 4ED**  
07933 627594 enquiries@newportcathedral.org.uk  
The Cathedral Church of St Woolos is a registered charity No.1133935

**BOOKING FORM FOR HIRING THE CATHEDRAL AND/OR CATHEDRAL HALL**

The property belongs to the Representative Body of the Church in Wales under the jurisdiction of the Dean and Chapter of St. Woolos' Cathedral. It is administered by the Parochial Church Council of St. Woolos' (Newport) Cathedral.

Name of Organisation or Individual (The hirer): \_\_\_\_\_

If an Organisation, name of authorised person: \_\_\_\_\_

Contact address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Telephone number: (home) \_\_\_\_\_ (work) \_\_\_\_\_

(mobile) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Cathedral   Hall   Cathedral and hall** (Please delete as appropriate)

**Date required** \_\_\_\_\_

**Time of use** from \_\_\_\_\_ until \_\_\_\_\_

**Purpose of hire**

Please give a brief description of what you intend to do during the time of hire  
(e.g. children's party, dance group, choir rehearsal, meeting)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many people will attend (approx.) .....

<b>Moving/rearranging of furniture required?</b>	<b>Yes</b>	<b>No</b>
<b>Tables (7 tables 5ft x 2ft available)</b>	<b>Yes</b>	<b>No</b>
<b>Lighting/PA system required?</b>	<b>Yes</b>	<b>No</b>
<b>Tea/coffee/biscuits required (See attached charges)</b>	<b>Yes</b>	<b>No</b>
<b>Alcohol to be served</b>	<b>Yes</b>	<b>No</b>
<b>Other food to be served (To be supplied by hirer)</b>	<b>Yes</b>	<b>No</b>
<b>Display boards</b>	<b>Yes</b>	<b>No</b>
<b>Screen</b>	<b>Yes</b>	<b>No</b>
<b>Cathedral shop?</b>	<b>Yes</b>	<b>No</b>
<b>Use of organ or piano</b> (This should be discussed with the Director of Music)	<b>Yes</b>	<b>No</b>

**I enclose with this booking form a non-returnable deposit of £..... being 25% of fee.**

If the booking is cancelled by the Hirer, in writing at least two weeks prior to the date of hire, then the deposit may be returned.

The Hirer agrees to pay the balance of £..... by cash/cheque (payable to "St. Woolos Cathedral") on, or prior to, the day of hire, or, if agreed, within 14 days of receipt of an invoice from the PCC of Newport Cathedral.

I have read and understood the attached Terms and Conditions for use of the Cathedral premises

Name .....

Designation.....

Signature.....

Date.....