



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.)

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

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.....