



**St Andrew's Hall**

## Office use only

Diary

Account

Invoice Nos.

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### Booking Request Form

Name of Hirer

Organisation

Address and Postcode

Description of Event

Email

Date(s) of Event

Telephone

Arrival Time

Departure Time

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### Facilities required

Main Hall & access to kitchen only

Main Hall & use of kitchen equipment

Meeting Room 1

Meeting Room 2

Meeting Room 3

The Annexe

### Other Requirements

Short throw projector (£10 per session)

Flipchart (£5 per session. Pens not supplied)

Numbers for Self Service  
Refreshments, tea/fruit and herb teas/  
filter coffee/biscuits (£2.50 per person)

How did you hear about St Andrew's Hall?

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I have read and agree to abide by St Andrew's Hall's Terms and Conditions of Use

Signed

Date

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### Please return your completed booking form to:

St Andrew's Hall Manager, St Andrew's Hall, St Andrew's Road, Chesterton, Cambridge, CB4 1DH

**If you have an email application click the submit button to email the form back to us. Otherwise just email it to [rachel@standrews-hall.co.uk](mailto:rachel@standrews-hall.co.uk)**

Once we receive your completed booking form we will issue you with an invoice. This will include details of how to pay and also confirm your booking.