



Church of St Ignatius Booking of Halls and Rooms

Complete in Block Letters

S/No: _____

Name: _____

Ministry: _____

Rooms/Halls required: _____

Date: _____ Time/Duration: _____

Equipment Need: Projector Computer Microphones

(Tick where appropriate)

DVD Player CD Player

Set Up time: _____

Sign: _____ Name: _____

Date: _____ Mobile: _____

Please hand the form to the church office or email to:

administrator@stignatius.org.sg

The booking of rooms and/or halls is deemed confirmed ONLY when there is an acknowledgement from the Church Administrator.

You will be notified 3 days in advance should the room and/or hall be required for an urgent parish event. You will be allocated an alternative location.