2024 BOOKING FORM

ST. GEORGE'S CHRISTIAN CENTRE	ONE-OFF EVENT

Location: Barnett Wood Lane, Ashtead, Surrey KT21 2DA

Name of organiser:	Address:
Organisation (if applicable):	
Telephone/mobile number:	
Email address:	Postcode:

Refundable deposit required for parties (BACS payment or pre-dated cheque)

Purpose of hire:

Numbers attending:

Date of event:

Availability for hire: 8am-11pm weekdays and Saturdays

Please select a room for your activity and enter the details *(please include your setting up/taking down time)*:

	SEATING CAPACITY	START	END	TOTAL TIME	HOURLY RATE	TOTAL COST (£)
St. George's Church Saturday evening	300				**£40**	£
All other sessions	300				**£36**	£
Hall: Weekdays/evenings	100				**£24**	£
Saturday	100				**£26**	£
Saturday evenings (from 6pm)	100				**£31**	£
Café & Kitchen (see T&Cs)	50				**£26**	£
Main Kitchen (refreshments only) one-off housekeeping charge					**one-off £10**	£
Parish room	40				**£19**	£
Parish room kithcenette one-off housekeeping charge					**£10**	£
Quiet room	10				**£12**	£
Upper room (First Floor)	20				**£14**	£

Note: Chairs & tables are included in the cost of the room hire. Training on kitchen equipment will be given.

*Parish room kitchenette, please return dirty cups to the main kitchen

Additional resources can be requested through Reception (audio visual equipment, flipcharts).

Equipment required:	£
TOTAL HIRE CHARGE:	£

Ashtead PCC hold and process your personal data for the purpose of communicating with you regarding bookings at our centres. You can withdraw or change your consent at any time by contacting Reception at reception@ashteadparish.org. Full payment must be received 1 month prior to the event. Cancellations in writing only (please note charges may apply - see T&Cs).

The booking is conditional on you signing the following declaration:

I agree to abide by appropriate safeguarding procedures and the stated Terms & Conditions, including holding adequate insurance cover and using only current PAT tested equipment on the premises. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed ..... **Date** .....

Organisation ..... **Job Title** .....

CONTACT US:

Reception opening hours:	**Monday to Friday 9am-3pm**
Telephone:	**01372 813964**
Email:	reception@ashteadparish.org
Visit in person:	St. George's Christian Centre, Barnett Wood Lane, Ashtead KT21 2DA