

St. Michael's Pastoral Centre
Lower Church Road, Sandhurst, Berkshire GU47 8HN.
Open 10.00-1.30 weekdays, closed Wednesdays. Tel: 01252 873030

Application Form (updated Sept. 2016) Please complete in BLOCK CAPITALS

DATE REQUIRED.....

Time of Functionto half hour setting up and half hour clearing away free of charge

Time of AccessFinish Time verified by cctv cameras
Minimum 3 hrs for evening bookings Please note: no access the following morning as building in use.

Full name of Hirer

Address

Telephone No: Day Evening E mail

Church member
Please supply details of the person in charge of the event/keyholder, if different from the Hirer.
This person must remain on the premises for the duration of the event, and will be responsible for securing the building on leaving.

Name.....

Address

Telephone No: Day Evening

Please indicate the type of event:

Estimated number attending: _____ how many of these are under 18 yrs? _____
(Please see item 6 regarding Responsibilities)

Please tick facilities required

- SEEBY HALL, tables and chairs.
- *Early Sunday morning cleaner (after Sat. evening function) = £45.00
- Lounge
- Kitchen
- Cooker
- Dishwasher. PLEASE CLEAN FILTERS AFTER USE.
- Kitchen crockery, glasses and cutlery, only by arrangement.
- Counselling Room 1
- Counselling Room 2
- UPPER ROOMS AREA
- Large upper room only
- Small upper room only
- Bunting charge (multi-coloured or red, white and blue) £10

*You should consider this option if you do not have time to leave the premises as found.
Tables & chairs must still be returned (clean) to the store cupboard, & rubbish removed.

Please enclose £200 cash deposit with this booking or £50 for children's parties,
refundable on return of keys and subject to the Conditions of Hire.

Important: I have read and agree to comply with the Conditions of Hire:
Signed (must be over 21yrs) Date