### St. Michael’s Pastoral Centre, Lower Church Road, Sandhurst, Berkshire GU47 8HN

### Office Open 10.00-1.30 weekdays, closed Wednesdays. Tel: 01252 873030

### Booking Form (updated July 2019) Please complete in BLOCK CAPITALS

**DATE REQUIRED.......................……………………………………………...**

Time of Function ..........……….to ....…………

(half hour setting up and half hour clearing away free of charge)

Time of Access .......................Finish ..............

*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 …………….…………........……….…………........….…………..........………….……................

*Your personal data will only be kept in relation to this booking and in accordance with our Data Privacy Notice.*

**Please indicate the type of event:**

Estimated number attending: \_\_\_\_\_ how many of these are under 18 yrs? \_\_\_\_\_\_

 **(*Please see item 7 of Terms and Conditions regarding safeguarding responsibilities)***

Please tick facilities required

* **\*Early Sunday morning cleaner (after Sat. evening function) = £50.00**
* SEEBY HALL, tables and chairs. (Tables and chairs must be returned (clean) to the store cupboard).
* Bunting charge (multi-coloured or red, white and blue) £10
* Lounge (Open Plan – not suitable for confidential discussions)
* Kitchen
* Cooker
* Dishwasher. PLEASE CLEAN FILTERS AFTER USE.
* Kitchen crockery, glasses and cutlery, only by arrangement.
* Small Room 1
* Small Room 2
* Entire Upper Floor
* Large upper room only
* Small upper room only
* Church building (subject to the agreement of the Rector and Churchwardens)

**\***You should select this option if you do not have time to leave the premises as found.

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

#### *Important: I have read and agree to comply with the Terms and Conditions of Hire (a copy of which I have retained):*

**Signed ................................................………... (must be over 21yrs)**

**Date ................................**

For office use: Date deposit received \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash/cheque/BACS (please indicate)