

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

Time of AccessFinish
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)