

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 Jan 2024) Please complete in BLOCK CAPITALS

DATE REQUIRED:

Time of Function: to

Minimum of 3 hrs is required for evening bookings.

Time of Access: Finish

Half an hour setting up and half an hour clearing away is given FREE of charge.

PLEASE NOTE: no access is allowed outside of the agreed times above, as the building is in constant use.

Full name of Hirer:

Address:

Telephone No: Day Evening

Email:

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 in the Terms & Conditions of Hire regarding safeguarding responsibilities)

Please tick below as appropriate:

- SEEBY HALL, tables and chairs. (Tables and chairs must be returned CLEAN to the store cupboard).
 - LOUNGE (Open Plan – not suitable for confidential discussions)
 - KITCHEN
 - Cooker. PLEASE FOLLOW INSTRUCTIONS FOR USE CAREFULLY.
 - Dishwasher. PLEASE FOLLOW INSTRUCTIONS FOR USE CAREFULLY.
 - 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)
 - Bunting - additional charge: £10** (tick style required below)
 - multi-coloured
 - gold
 - red, white & blue
 - Bouncy Castle (provided by hirer) – additional charge: £5.** Please see item 10 in the Terms & Conditions of Hire.
 - *Early Sunday morning cleaner (after Sat. evening function) – additional charge: £50.**
- *You should select this option if you do not have time to leave the premises as found.

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

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

Signed (must be over 21yrs) Date

Office use only: Date deposit received _____ BACS / Cash / cheque (delete as appropriate)