



St Michael's Pastoral Centre

Lower Church Road, Sandhurst · Berkshire · GU47 8HN

☎ 01252 873030

✉ office@stmichaels-sandhurst.org.uk

🌐 www.stmichaels-sandhurst.org.uk

Description of Facilities & hire rates from September 2019

We hope that we provide excellent facilities and would appreciate your care in using the building. All rooms have their own heating thermostats, just turn up when required and turn down when leaving. A public telephone is available by the hall entrance (01252 873416).

SEEBY HALL

36ft x 49ft (11 metres x 15 metres) Tape deck & c.d. player stored in left store cupboard.

Approx. 125 Chairs; 10 tables 6ft x 30in & 10 tables 4ft x 30in

Small tables & chairs for 24 young children up to 6yrs.

For fire regs., max. 150 people only.

Soft lighting option. Two serving hatches to hall, plus one opening to the lounge area.

KITCHEN

Constant drinks hot water unit. Saucepans, large cooker with 6 gas rings and electric double oven, electric warming cabinet, commercial dishwasher, microwave, fridge. Tea making facilities.

Please discuss when booking if you want to use the oven and/or hob for cooking.

Crockery (including mugs), wine glasses, tumblers, champagne glasses and cutlery available.

Best crockery, cutlery & glasses available on request – not to be mixed with ordinary crockery that is stored in separate cupboards.

Fees for hire of hall inc. use of kitchen & lounge

Functions **£23.80 per hour (min 3 hours)**

Bookings linked to Christenings, Weddings, Funeral services in church **£18.00 per hour**

Children's daytime parties and Meetings **£23.00 per hour**

30 minutes' setting up and clearing away before and after functions is allowed free of charge

Charity rates available upon request.

LOUNGE Suitable for meetings for up to 15 people **£15.10 per hour**

SMALL ROOMS

Small rooms for meetings for a maximum of 6 people **£10.10 per hour**

Bookings linked to Christenings, Weddings and Funeral services in church **£7.50 per hour**

UPPER FLOOR

1 large room (24ft x 13ft), with 30 chairs and several small tables. Suitable for meetings and small gatherings.

1 small room (13ft x 11ft) with comfortable seating for 8 people, coffee tables.

Small kitchen with crockery for 25. No glasses.

Large room only **£15.10 per hour**

Small room only **£10.10 per hour**

Whole upper floor **£23.00 per hour**

SATURDAY WEDDING RECEPTIONS **£570.00 block booking, whole day**

OTHER IMPORTANT INFORMATION

St Michael's Pastoral Centre is owned and managed by the Parochial Church Council (P.C.C.) of St Michael's Church, Sandhurst. Any variation of the usual arrangements for hiring rooms in the Pastoral Centre must be agreed by the Rector or Churchwardens, who will also handle any complaints or disputes.

Any use of the facilities is subject to the Terms and Conditions of Hire, which are available from the Parish Office or online at <http://www.stmichaels-sandhurst.org.uk/pastoral-centre-hall--rooms.html>, where you will also find a booking form.

The P.C.C reserves the right to deduct from the booking deposit the following additional charges, and any further costs arising from damage to the property, as necessary:

- Any extra cleaning needed, including the dishwasher: £60 (£50 if cleaner requested on booking form)
- Electrical items or heating left on: £6.00 per hour.
- Damage to premises, to be assessed at the time.
- Broken crockery/glasses: £3 per item.
- Rubbish left: £12.50 per bag.
- Keyholder call outs, including fire alarm set off, e.g. by D.J. smoke machines: £12.00.

The Seeby Hall, set out for a wedding reception

