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 2026) Please complete in BLOCK CAPITALS

DATE REQUIRED: .....

Time of Function (minimum of 3hrs required for evening bookings. From: ..... To: .....

Time of Access (30 mins given free of charge prior and after to set/clean up) From: ..... To: .....
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 ..... **Email** .....

Bank Details for return of deposit. Account name(s):.....

Sort code:..... Account number:.....

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.

To secure bookings a £200 deposit or £50 for children's parties is due at the time of booking, refundable on return of keys and subject to the Terms & Conditions of Hire. This is payable by BACS transfer to Sandhurst PCC.
Please quote "HALL & SURNAME" on BACS payments. Sort code: 30-90-09 Account number: 01587536

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)