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 2025

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.

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 & 6 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.

SEEBY HALL maximum 150 people

	£ (p/h) winter*	£ (p/h) summer**
Functions (minimum booking of 3hrs)	£29.10	£27.04
Children's daytime parties (finishing by 6pm)	£28.00	£26.00
Bookings linked to Christenings, Weddings, Funeral services in church	£21.80	£20.28
Use of a bouncy castle supplied by hirer	£5.00	£5.00

LOUNGE Suitable for meetings for up to 15 people

	£ (p/h) winter*	£ (p/h) summer**
Fees for hire of Lounge only	£18.40	£17.16

UPPER FLOOR including small kitchen with crockery for 25. No glasses.
1 large room (24ft x 13ft), with 25 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.

	£ (p/h) winter*	£ (p/h) summer**
Fees for hire of the two rooms upstairs and small kitchen	£22.40	£20.80

LARGE UPPER ROOM ONLY maximum of 25 people

	£ (p/h) winter*	£ (p/h) summer**
Fees for hire of large upper rooms only	£18.40	£17.16

SMALL ROOMS maximum of 8 people

	£ (p/h) winter*	£ (p/h) summer**
Fees for hire of one of our small rooms	£12.30	£11.44

SATURDAY WEDDING RECEPTION block booking of the Pastoral Centre from 10.00am - 11.30pm **£608.40**

*** Winter rates** apply from 1 October to 30 April
**** Summer rates** apply from 1 May to 30th September

30 minutes' setting up and clearing away before and after functions is allowed FREE of charge.
Charity and regular bookings rates available upon request.

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