



Parish Office  
 St Mary's Church  
 Stoke Road  
 Stoke D'Abernon KT11 3PX  
 01932 866005  
 admin@stmarysstokedabernon.org.uk

## St Mary's Church Hall BOOKING FORM 2024

Name/Organisation :		
Address :		
		Postcode :
Telephone Number :		
Email :		
Date Required:		
Start time of booking (allowing time to set up the event)		
Finish time of booking (allowing time to clear away)		
Type of Event : eg birthday celebration /wake/wedding		
Numbers attending (approx.) :	Adults	Children (U16)
Extra requirements : eg bouncy castle/disco/science party etc		
I will be using the kitchen for cooking/just preparing food /using dishwasher (please delete as necessary)		
I will be using the following caterer :		

**A damage/cleaning deposit cheque for £200 is needed for all bookings except when otherwise notified . Please make payment along with your Hire Charge and this will be refunded after the event assuming there have been no issues. Please note the booking is NOT confirmed until full payment has been made**

Please sign and date this form together with the Terms and Conditions of Hire. Please then return both to the Parish Office. You will then be sent an invoice covering your hire plus any deposits due.

*Although St. Mary's church has public liability insurance, hirers should check that their own public liability insurance cover – which may be provided under a household policy – would extend to include the event(s) for which this booking is being made.*

I confirm that I have received, read, and will comply with, the Terms and Conditions for hire.

Signature ..... Date:.....

**St. Mary's PCC retains the right to alter these arrangements with appropriate notice given if necessary.**

**Registered Charity Number : 1128323**



## St Mary's Church Hall – Hire Charges 2024

### CHARGES (Occasional use including charities)

Area	Monday - Friday	Regular Users M-F	Saturday and Sunday
Large hall	£32 per hour	£24 per hour	£45 per hour
Café Area	£21 per hour	£16 per hour	
Large hall and café area	£48 per hour	£36 per hour	

### CHARGES (Commercial/Business Use including large evening parties)

Area	Monday - Friday	Regular Users M-F	Saturday and Sunday
Large hall	£40 per hour	£22 per hour	£ 65 per hour
Café Area	£25 per hour	£20 per hour	
Large hall and café area	£60 per hour	£40 per hour	

### WEDDING RECEPTIONS

	Weekdays (Monday to Thursday)	Weekends (Friday – Sunday)
Entire use of venue for 48 hours around wedding <i>(subject to availability – time can be shortened at discretion of Church and price adjusted accordingly)</i>	£850	£1000
	Hire includes full use of all spaces for the 48 hours; use of hall, tables and chairs, white crockery and cutlery.	

### EXTRA CHARGES

Excessive demand for electricity eg bouncy castles/extra ovens etc	£25
Use of kitchen (other than just preparing food)	£10
Use of AV system (users to supply own laptop)	£25
Extra cleaning as a result of hall being left in unfit state	from £25/hour