



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 2020

Name/Organisation :			
Address :			
		Postcode :	
Telephone Number :			
Email :			
Date Required:		Times :	
Intended Use :			
Special Requests :			

CHARGES

Area	Monday - Friday	Regular Users M-F	Saturday and Sunday
Large hall	£30 per hour	£20 per hour	£35 per hour
Café Area	£20 per hour	£15 per hour	£25 per hour
Large hall and café area	£45 per hour	£35 per hour	£55 per hour

Note: All bookings include the use of kitchen facilities (may be shared if both halls in use).

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 sign and this form together with the check list and 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