

## St Peter's Church Centre Booking Form

<b>Name of Hirer</b>		<b>Event</b>	
<b>Address</b>			<b>Postcode</b>
<b>Email</b>			
<b>Mobile No</b>		<b>Tel No</b>	

Your St Peter's Church contact for emergencies during this event is - Name ..... Mobile: .....

Booking details - please see overleaf for charges for each room per hour.

<b>Date(s) of Booking</b>							
<b>Booking start time</b>		<b>Event start time</b>		<b>Event end time</b>		<b>Booking end time</b>	
<b>Number of people</b>	Adults:			Children (under 18s):			
<b>Room(s) required (please tick)</b>	Main meeting room (Regular hire: £17.00 per hour Occasional hire: £18.50 per hour)		Meeting room foyer (£8.50 per hour)		Kitchen (£28.00 per session)		Tower (£8.50 per hour)
	Large upper meeting room (£12.50 per hour)		Small upper meeting room (£8.50 per hour)		Church (£33.00 per hour)		
<b>Special instructions &amp; additional requirements (equipment, furniture etc)</b>						<b>TOTAL</b>	
<b>Damage deposit cheque (please tick)</b>	Not required <input type="checkbox"/>		£50 <input type="checkbox"/>		£100 <input type="checkbox"/>		£200 <input type="checkbox"/>

Please sign & date this form and return it to Sandy Young, St Peter's Church, St Peter's Road, Maidenhead, Berkshire, SL6 7QU. A copy will be returned to you as confirmation of your booking. If requested, please also enclose a separate damage deposit cheque for the amount indicated above, which will be returned in full, or in part, after the event. Cheques payable to 'St Peter's (Furze Platt) PCC' (registered charity 1128896). A separate invoice will be sent for the hire charge.

I have read and I agree to abide by the St Peter's Church Centre Hire Terms & Conditions.

Signed by the hirer ..... Signed by St Peter's Church ..... Date.....

# St Peter's Church Centre - Charges for use (from 01 Sep 2018)

All charges given are per hour, unless stated otherwise. Please note we do not have rooms available on Sunday mornings.

Charges for bookings outside the categories below are available on request.

	ROOM	Monday – Saturday 7am - 11pm Sunday 2pm-11pm
DOWNSTAIRS	Main meeting room	Regular hire: £17.00 Occasional hire: £18.50
	Meeting room foyer (can also be hired to extend main meeting room)	£8.50
	Kitchen (for full use of the kitchen, e.g. use of the cooker)	£28.00 per session
	Church	£33.00
	Tower	£8.50
UPSTAIRS	Large upper meeting room	£12.50
	Small upper meeting room	£8.50

A 10% reduction on the above charges is applied for registered charities.

The kitchen is available to all users for light refreshments, however hirers are expected to provide their own tea/coffee/milk etc. The use of fair trade products is encouraged.

For some bookings a deposit cheque of £50, £100 or £200 (depending on the event type and time) will be required to cover any additional charges, e.g. breakages & additional cleaning. If there are no additional charges, the deposit will be returned or destroyed following the event.

**For further details and availability of rooms, please contact Sandy at St Peter's Church.**

**Tel: 01628 784053 or Email: [office@stpetersmaidenhead.org.uk](mailto:office@stpetersmaidenhead.org.uk)**

Version 4 10Jul18