



2024 BOOKING FORM

ST. GILES' CHURCH & DELL CENTRE	ONE-OFF EVENT
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Location: Park Lane, Ashtead, Surrey KT21 1EJ

Name of organiser:	Address:
Organisation (if applicable):	
Telephone/mobile number:	
Email address:	Postcode:

Refundable deposit required for parties (BACS payment or pre-dated cheque)

Purpose of hire:
Numbers attending:
Date of event:

Availability for hire: 8am-11pm on Tuesdays/Fridays/Saturdays, 8am-6pm on Wednesdays

Please select a room for your activity and enter the details (please include set up/take down time) :

	SEATING CAPACITY	START	END	TOTAL TIME	HOURLY RATE	TOTAL COST (£)
St. Giles' Church	220				£35	£
Doris Thomas Suite (Main Hall plus Small Hall)	150				£ as below	
Main Hall: Weekday/evenings	100				£24	£
Saturday	100				£26	£
Saturday evenings (from 6pm)	100				£31	£
Small Hall	40				£19	£
Kitchen (use of all kitchen equipment)					£10	£
Kitchen (refreshments only) one-off housekeeping charge					one-off £10	£
First floor meeting rooms:						
Finbow Room	30				£16	£
Tucker Room	10				£9	£
All refreshment points - £10 housekeeping charge					one-off £10	£
Prayer Room (Church use only)	20					

Note: Chairs & tables are included in the cost of the room hire. Training on kitchen equipment will be given.

Additional resources can be requested through Reception (audio visual equipment, flipcharts, catering for meetings)

Equipment required:	
	£
TOTAL HIRE CHARGE:	£

Ashtead PCC hold and process your personal data for the purpose of communicating with you regarding bookings at our centres. You can withdraw or change your consent at any time by contacting Reception at reception@ashteadparish.org. Full payment must be received 1 month prior to the event. Cancellations in writing only (please note charges may apply - see T&Cs).

The booking is conditional on you signing the following declaration:
I agree to abide by appropriate safeguarding procedures and the stated Terms & Conditions, including holding adequate insurance cover and using only current PAT tested equipment on the premises. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Date

Organisation Job Title

CONTACT US:
 Reception opening hours: Monday to Friday 9am-3pm
 Telephone: 01372 813964
 Email: reception@ashteadparish.org
 Visit in person: St. George's Christian Centre, Barnett Wood Lane, Ashtead KT21 2DA