

Park Lane, Ashtead, Surrey KT21 1EJ

Reception at St. George's Christian Centre, Barnett Wood Lane, Ashtead, Surrey KT21 2DA

Telephone: 01372 813964 Email: reception@ashteadparish.org Open: 9.30am to 4.30pm Monday to Friday

Name of Organiser: _____ Address: _____

Organisation: _____

Telephone Number: _____

Email Address: _____ Postcode: _____

Purpose of Hire: _____

Day of session (e.g. Monday): _____

Frequency of session (e.g. weekly/monthly/termly): _____

PLEASE NOTE: THE DELL CENTRE IS ONLY AVAILABLE TO HIRE ON TUESDAYS, WEDNESDAYS (DAY TIME ONLY), FRIDAYS AND SATURDAYS

Invoice email address: _____

Please select a room for your activity and enter the details:

	Seating Capacity	Start Time	End Time	Number of Hours	Hourly Rate (£)	Total Cost (£)
Church	220				35	
Doris Thomas Suite: Main Hall and Small Hall	150				as below	
Main Hall:						
Weekday	100				23	
Weekday evening	100				25	
Saturday	100				26	
Saturday evening	100				31	
Small Hall	40				19	
Kitchen					10	
Meeting Rooms:						
Finbow Room	30				16	
Tucker Room	10				9	
Prayer Room (Church use only)	20					

Evening rates apply from 6pm

St. Giles' Church and the Dell Centre can be booked from 8am - 11pm.

TOTAL ROOM HIRE per session: £

Chairs, tables, crockery and cutlery are included in the cost of hire

Refreshment point is available for use upstairs for a £10 housekeeping charge per session

Resources and catering are available on application to Reception

Equipment requested: _____

Catering requested: _____

Resources requested: _____

Equipment Hire: £

TOTAL HIRE CHARGE per Session: £

Invoices will be sent out 4 weeks before the first session. Payment must be made on receipt of invoice

Late payment charge will be incurred if invoice not paid 30 days after the first session

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 the Reception Desk at reception@ashteadparish.org.

I agree to be bound by the booking terms and conditions, which I have read.

Signed: **Date:**

OFFICE USE ONLY - NOTES

Booking No. _____