

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):	
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:						
Saturday Evening	350				40	
All other Sessions	350				36	
Hall:						
Weekday	100				23	
Weekday evening	100				25	
Saturday	100				26	
Saturday evening	100				31	
Café and Kitchen	50				26	
Meeting Rooms:						
Parish Room	40				19	
Upper Room	20				14	
Quiet room	10				12	

Evening rates apply from 6pm
St. George's Church, Café and Rooms can be booked from 8am - 11pm. Rooms are not available for hire on Sundays

TOTAL ROOM HIRE per Session: £

Chairs, tables, crockery and cutlery are included in the cost of hire
Refreshments (incl teas/coffees/biscuits) can be supplied @ £2 per person

Refreshment points are available for your use in the Parish Room and Upper Corridor 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.