### St. Michael’s Pastoral Centre, Lower Church Road, Sandhurst, Berkshire GU47 8HN

### Office Open 10.00-1.30 weekdays, closed Wednesdays. Tel: 01252 873030

### Booking Form (updated Jan 2024) Please complete in BLOCK CAPITALS

**DATE REQUIRED: .......................……………………………………………...**

**Time of Function:** ..........………. to ..........………

*Minimum of 3 hrs is required for evening bookings.*

**Time of Access:** ....................... Finish ..........………
*Half an hour setting up and half an hour clearing away is given FREE of charge.*

***Please note: no access is allowed outside of the agreed times above, as the building is in constant use.***

**Full name of Hirer:** ...................................……......…………...………….…….……...........…............…….……...........……..................

**Address:** ...................................……......…………...………….…….……...........…............…….……...........……... ..…….......................

**Telephone No: Day** ............…………………….......  **Evening** ……………….………….............

**Email**: …………….…………........……….…………........….…………..........………….……................

*Your personal data will only be kept in relation to this booking and in accordance with our Data Privacy Notice.*

**Please indicate the type of event:**

**Estimated number attending:** \_\_\_\_\_\_ how many of these are under 18 yrs? \_\_\_\_\_\_

**(*Please see item 7 in the Terms & Conditions of Hire regarding safeguarding responsibilities)***

**Please tick below as appropriate:**

* SEEBY HALL, tables and chairs. (Tables and chairs must be returned Clean to the store cupboard).
* LoungE (Open Plan – not suitable for confidential discussions)
* Kitchen
* Cooker. PLEASE FOLLOW INSTRUCTIONS FOR USE CAREFULLY.
* Dishwasher. PLEASE FOLLOW INSTRUCTIONS FOR USE CAREFULLY.
* Kitchen crockery, glasses and cutlery, only by arrangement.
* Small Room 1
* Small Room 2
* Entire Upper Floor
* Large upper room only
* Small upper room only
* Church building (subject to the agreement of the Rector and Churchwardens)
* **Bunting - additional charge: £10** (tick style required below)
* multi-coloured
* gold
* red, white & blue
* **Bouncy Castle (provided by hirer) – additional charge: £5.** *Please see item 10 in the Terms & Conditions of Hire.*
* **\*Early Sunday morning cleaner (after Sat. evening function) – additional charge: £50.**

**\***You should select this option if you do not have time to leave the premises as found.

**Please enclose a £200 deposit with this booking or £50 for children’s parties, refundable on return of keys and subject to the Terms & Conditions of Hire.**

#### *IMPORTANT: I have read and agree to comply with the Terms & Conditions of Hire (a copy of which I have retained):*

**Signed ........................................................………... (must be over 21yrs) Date ................................................**

Office use only: Date deposit received \_\_\_\_\_\_\_\_\_\_\_\_\_\_ BACS / Cash / cheque (delete as appropriate)