

<b>Barnett Wood Lane, Ashtead, Surrey KT21 2DA</b>	
<b>Telephone: 01372 813964</b>	<b>Email: reception@ashteadparish.org</b>
<b>Open: 9.30am to 4.30pm Monday to Friday</b>	
Name of Organiser:	Address:
Organisation:	
Telephone Number:	
Email Address:	Postcode:
Purpose of Hire:	

**N.B. For party bookings a (refundable) deposit of up to £200 is required with your booking form (Deposit cheques to be dated with the date of the event)**

For children's parties please state age of child:	Number expected to attend:
Date of event:	

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

	Seating Capacity	Start Time	End Time	Number of Hours	Hourly Rate (£)	Total Cost (£)
<b>Church:</b>						
Saturday Evening	350				40	
All other Sessions	350				36	
<b>Hall:</b>						
Weekday	100				23	
Weekday evening	100				25	
Saturday	100				26	
Saturday evening	100				31	
<b>Café and Kitchen</b>	50				26	
<b>Meeting Rooms:</b>						
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: £**

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 use in the Parish Room and Upper Corridor for a £10 housekeeping charge

**Resources and catering are available on application to Reception**

Equipment requested:

---



---

Catering requested:

---



---

Resources requested:

---



---

**Equipment Hire: £**

**TOTAL HIRE CHARGE: £**

**Full payment must be received one month prior to the event - cheques made payable to 'ASHTEAD PCC'**

**Cancellations in writing only - please note charges may apply (see T&C's)**

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**

	Booking No
--	------------