

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: 9.00am to 4.30pm Monday to Friday

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:
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Date of event:

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

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

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

Resources and catering are available on application to Reception

Equipment requested:

Catering requested:

Resources requested:

	Equipment Hire:	£
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TOTAL HIRE CHARGE:	£
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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	
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	Booking No
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