



# Reigate Park Church

Park Lane East, Reigate, Surrey RH2 8BD 01737 249766  
Church & Community Manager - ccm@reigateparkchurch.org  
www.reigateparkchurch.org



## ROOM BOOKING FORM

Please phone or email the Church Office to check availability before completing this form

Our room and equipment prices from January 2022 are indicated for reference

The final booking cost will be confirmed with the Church Office when your booking is confirmed

<b>Contact Details:</b>		<b>Booking Ref:</b>	
Organisation:		Contact/Call/Letter date:	
Contact Name:		Church member:	Yes/No
Address:			
Tel No.		Mobile No.	
Email:			
Invoice details:			
<b>Event Details:</b>		<b>Would you like this event advertised?</b>	Yes/no
Type of event:		Number attending:	
Event Times:		Event Date(s):	
Booking start time		Booking end time:	
<i>Please include sufficient time to include the preparation and clearing up of the rooms</i>			

All charges are based on times including the preparation and clearing up of the rooms

**Church Members** are not formally charged for their own parties but the Elders ask for a donation

**Birthday Parties** – Church Members or a connection with the Church e.g. Junior Church, Toddlers Plus, Toddlers and Tinies. Minimum donation £57.50 plus £50 returnable deposit. All other bookings charged at normal price plus £50 returnable deposit

**Charitable status** – 25% discount on full charge

**Discounts for Regular Hirers** – Full price for first 6m, then 5% discount thereafter

**Weddings and Funerals** – Separate charges apply – Please refer to Church office

### Cancellation policy:

In the event of cancellation by the Hirer, the deposit will be refunded in full if notice is given up to 4 weeks prior to the event.

If less than 4 weeks notice is given the deposit is non-refundable.

**Full payment plus £50 returnable deposit for all bookings is due 7 working days before the event**

*Please turn over*

Reigate Park Church Room Booking Form cont.

Rooms Required					
Price per hour	No of hours required	Mon-Fri up to 6pm	Mon-Fri 6-10	Sat/Sun up to 6pm	Sat/Sun 6-10
Hall **		£28.00	£30.25	£30.25	£33.75
Church		£46.50	£46.50	£46.50	£46.50
Park Room		£28.00	£30.25	£30.25	£33.75
Library		£13.75	£16.00	£16.00	£19.00
Upper Stage Room		£26.00	£28.00	£28.00	£30.25
Room 5		£14.00	£16.00	£16.00	£19.00
Room 6/7		£15.75	£18.25	£18.25	£21.00
Room 8		£14.00	£16.00	£16.00	£19.00

\*\* Lower stage room - £10.50 per hour when hired with the hall.

Additional equipment:					
	Please tick	One off	Extras	Please tick	Price TBA
Kitchen – tea/coffee		£16.00			
Kitchen – meals		£35.25			
Wine Glasses		£6.50			
Church PA		£35.25	Flipchart and pens		
Church PA & AV		£63.75			
Hall PA		£28.00	Tables & Chairs		
Staging		£50.00			
Photocopying B/W	<i>Subject to availability</i>		20p per copy		

**Refreshments**

Buffet lunches or other refreshments can be ordered direct, please ask at time of booking for contact details

**Concert rates are available on request. Please call or email to discuss your requirements.**

*We do not hold a licence for the sale of alcohol on the premises.*

*Please discuss catering or public liability insurance and/or Temporary Event Notice/PRS Licence if required.*

**A copy of our terms and conditions can be provided upon request.**

Office use	Date	Office use	Date
Booked on system		Agreement signed	
Written confirmation		Deposit paid	
Terms & Conditions sent		Balance due	
Rate agreed		Balance paid	