



# 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 Sept 2017 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** –Special concessions for Church Members or a connection with the Church e.g. Playgroup, Toddlers Plus, Toddlers and Tinies. Please refer to Church office for prices. All other bookings charged at normal price plus £50 returnable deposit.

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

**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 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		£25.50	£27.50	£27.50	£30.50
Church		£42.00	£42.00	£42.00	£42.00
Park Room		£25.50	£27.50	£27.50	£30.50
Library		£12.25	£14.50	£14.50	£17.25
Upper stage room		£23.50	£25.50	£25.50	£27.50
Room 5, 6/7 & 8 each		£12.25	£14.50	£14.50	£17.25

Additional equipment:					
	Please tick	One off	Extras	Please tick	Price TBA
Kitchen - tea/coffee		£14.50	Flipchart and pens		
Kitchen - meals		£32.00	Urn		
Church PA		£32.00	Tables & Chairs		
Hall PA		£25.50			
Church PA + AV		£58.00			
Wine Glasses		£5.50			
Staging		£45.00			
Photocopying B/W	<i>Subject to availability</i>		10p per copy		

**Refreshments**

We can offer tea/coffee + biscuits dependent on the date and time of booking. Please indicate how many required at time of booking if you would like to include this service and we will confirm availability and price.

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

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

**Weddings and Funerals** – Separate charges apply. Please contact the church office to discuss your requirements.

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

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

**For Full terms and Conditions please see separate sheet available on the website**

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