

# REDHILL METHODIST CHURCH

Gloucester Road Redhill RH1 1BP

Tel.....01737 771323

Fax.....01737 771323

E-mail....info@redhillmethodist.org.uk

Web Site....www.redhillmethodist.org.uk

## BOOKING FORM

January 2019 – December 2019

Organisation: \_\_\_\_\_

Organiser: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Invoice to: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ No. Attending: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Hours of Opening: Monday to Friday 9.00am - 5.00pm and 6.30pm-10.00pm.

Saturday: 10.00am – 1.30pm. Minimum Booking Period Two Hours

Daytime Bookings of Three Hours or less should commence before 10.00am or after 1.30pm

### ROOMS REQUIRED

Please indicate numbers to use each room

### CHARGES PER HOUR

Monday-Friday

Saturday

<input type="checkbox"/>	Hall	£21.00	£30.00
<input type="checkbox"/>	Kitchen	£7.50	£7.50
<input type="checkbox"/>	The Arches	£14.50	£16.50
<input type="checkbox"/>	Aldersgate Room	£14.50	£16.50
<input type="checkbox"/>	Monson Room	£14.50	£16.50
<input type="checkbox"/>	Bletchingley Room	£23.00	£28.00
<input type="checkbox"/>	Epworth Room	£15.00	£17.00

### Room Layout

To assist in the preparation of rooms please indicate preferred option.

Open Plan

Theatre Style

Seated at Tables

## REFRESHMENTS

Tea/ Coffee + Biscuits @ 65p per cup

Times required \_\_\_\_\_

Self-service: cups, mugs and glasses supplied @ 15p per cup

Buffet lunches and other refreshments can be ordered direct from

'Buffets 4 Business' Tel: 020 3325 7780

Email: [orders@buffetsforbusiness.com](mailto:orders@buffetsforbusiness.com)

## ADDITIONAL EQUIPMENT FOR HIRE.

Please tick if required

	Per Half Day	Per Day		Per Half Day	Per Day
<input type="checkbox"/> Flipchart and Pens	£5.25	£10.50	<input type="checkbox"/> Easel without paper	£2.75	£5.50
<input type="checkbox"/> Projector	£8.25	£16.50	<input type="checkbox"/> Free-standing Screen	£2.75	£5.50
<input type="checkbox"/> TV/DVD Player (On trolley)	£7.25	£14.50	<input type="checkbox"/> Photocopying	15p per b&w copy (A4)	

### CANCELLATION OF BOOKINGS

For cancellations made 3 days or less before a booked date, a charge of 25% may be made.

For cancellation of less than 24 hours' notice, full payment is normally expected.

I/we confirm that I am/ we are over 18 years of age.

Under conditions that apply to all Methodist premises, games of skill are allowed but any form of Gambling or the sale or consumption of Alcoholic drinks is not permitted.

There are no parking spaces available except for the trainer or tutor. There is a large public car park opposite. Please see our website under 'Reach us' > 'Our Location' for more information on parking.

I/We agree to the booking conditions set out here and in the brochure.

I/We confirm that I am/ we are familiar with the Home Office Code of Practice "*Working Together*" and have an understanding of it and undertake to follow the code of practice contained therein in relation to work with children and young people under the age of 16 years.

I/ We agree to indemnify the Redhill Methodist Church Council in the event of loss or damage to the premises and for any claim made by any party for bodily injury arising out of my/our use of the premises.

Based upon Government legislation it is a condition of this booking that you comply with the Fire Safety Procedures set out for Redhill Methodist Church. This means you must nominate in writing a "Responsible Person" to be responsible for Fire Safety related to this booking. Failure to comply will result in cancellation of the booking.

I/ We certify that Public Liability Policy number \_\_\_\_\_ with the \_\_\_\_\_ Insurance Company provides indemnity in accordance with the above paragraph for at least £1,000,000 and will remain in force during the whole period of the booking.

**Additional information regarding hiring the facilities, together with pictures of the rooms and directions to the Church can be found on our web site [www.redhillmethodist.org.uk](http://www.redhillmethodist.org.uk), and clicking on 'Rooms for Hire'. Bookings may also be requested via 'Request a Booking'.**

SIGNED \_\_\_\_\_ Date: \_\_\_\_\_

Please send completed form to the Church Office:

**Redhill Methodist Church, Gloucester Road, Redhill, Surrey, RH1 1BP**

**(Tel/Fax 01737 771323)**