**South Street Baptist Church: PALACE GATE CENTRE**

**3 Palace Gate, Exeter, EX1 1JA Tel: 01392 279485**

office@ssbcexeter.co.uk

**ROOM BOOKING FORM**

Name of Group .........................................................................................................

Name of Leader/Organiser (who must arrive first) .....................................................................................

Address ....................................................................................................................................

Telephone ....................................................... Mobile .............................................................

email ..............................................................................................................

Billing contact details (if different) Name ..................................................................................................

Address .....................................................................................................................................

Telephone .................................... email .......................................................................................

Approximate regular number attending ......................

Type of meeting (ie, conference, seminar, social, small group) ……………......................................

Day(s) & Date(s) required ............................................................... year ……………….….

Times of day from ............................. to ............................

Room(s) booked …………………………………………………………………………………………………...

(Due to unforseen circumstances we may move you to a suitable alternative room)

Equipment ……………………………………………………………………………………………………………..

(The following may be available: (TV Screen, PA System, Audio Visual System, Media Projector, Projector Screen, Flip Chart, Easel)

* I have read and agree the terms of The Palace Gate Centre – Lettings Policy
* If your booking is for a Regulated Activity with children or vulnerable adults then you are required by law to have a safeguarding policy and your booking with us will be conditional on having such a policy. By signing the booking form you confirm you understand and will fulfil your statutory requirements.
* If your booking is for an activity which requires certificates of competency or insurance, by signing the booking form you confirm that you understand and have the required certificate / insurance in place.

Signed ............................................Please print your name.......................................

(A signature will be implied by returning a completed form by email)

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| **Rates as from 1st January 2024** | Price |  |
| Small Rooms \* | £14.30 per hour | 10% discount to £12.85 when 7 or more bookings are made together |
| Lounges / Sleeman Room \* | £20.15 per hour | 10 % discount to £18.15 when 7 or more bookings are made together |
| Halls \* | £27.25 per hour | Surcharge of 20% for groups of over 40 people.  10% discount to £24.55 when 7 or more bookings are made together |
| Main Kitchen | £34.50 | Preparation of a meal (ovens & equipment) |
| Main Kitchen | £17.20 | Teas & Coffees for Large Groups |
| Main Church: Day | £190.00 | 10% discount to £171.00 when 7 or more bookings are made together |
| Main Church: Session (up to 4 hours) | £95.00 | 10% discount to £85.50 when 7 or more bookings are made together |
| Baptistry | £54.00 | In addition to church hire |
| Operator for TV Screens & PA system | £43.00 | Per 4 hour session |

\* Bookings will be for a minimum of 1 hour and are made in half-hour units thereafter.

Please note that in addition to the above rates, we may charge if a member of staff is required to be onsite for bookings when the Centre is not normally staffed (Friday evening, Saturday afternoon/evening and Sunday).

All prices are accurate at time of printing, and are subject to an annual increase on 1st January each year. Bills will be issued at the latest at the end of each calendar quarter and payment is **due** **on the billing date**.

[**www.palacegatecentre.co.uk**](http://www.palacegatecentre.co.uk)

01/12/2023