



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 unforeseen 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.

SignedPlease print your name.....

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

Rates as from 1 st January 2025	Price		
Small Rooms *	£15.00	per	10% discount to £13.50 when 7 or more bookings are made together
	hour		
Lounges / Sleeman Room *	£21.00	per	10 % discount to £18.90 when 7 or more bookings are made together
	hour		
Halls *	£28.50	per	Surcharge of 20% for groups of over 40 people.
	hour		10% discount to £25.65 when 7 or more bookings are made together
Main Kitchen	£36.00		Preparation of a meal (ovens & equipment)
Main Kitchen	£18.50		Teas & Coffees for Large Groups
Main Church: Day	£195.00		10% discount to £175.50 when 7 or more bookings are made together
Main Church: Session (up to 4 hours)	£97.00		10% discount to £87.30 when 7 or more bookings are made together
Baptistry	£55.00		In addition to church hire
Operator for TV Screens & PA system	£45.00		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**.