**St John the Evangelist Community Centre Booking Form**

Crawford Avenue, Wembley, Middlesex, HA0 2HX.

020 8902 7105 *(Weekday)* / 020 8795 0054 *(Weekends)* / admin@stjohnwembley.org

www.stjohnwembely.org

(\*Mandatory fields)

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| NAME\* |  |
| NAME OF GROUP/ORGANISATION |  |
| CHARITY NUMBER |  |
| TELEPHONE\* |  |
| EMAIL\* |  |
| ADDRESS |  |
| PURPOSE OF HIRING\* |  |
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| ROOMS AVAILABLE |

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| **MAIN HALL**CAPACITY: 250MINIMUM HIRE: 4HOURS AT *£400*ANY ADDITIONAL HOURS WILL BE CHARGED AT*£100* PER HOUR. (From 1st September 2018)A REFUNDABLE CASH DEPOSIT OF £250 REQUIRED ONTOP OF HIRING CHARGE\*\* (Half an hour for setup) | **EVANS ROOM**CAPACITY: 80MINIMUM HIRE: 2HRS WEEKDAYS/ 4HRS WEEKENDS*£60* PER HOUR£70 (with food)A REFUNDABLE CASH DEPOSIT OF *£250* REQUIRED ONTOP OF HIRING CHARGE\*\* |
| **COPLAND ROOM**CAPACITY: 40MINIMUM HIRE: 2HRS WEEKDAYS/ 4HRS WEEKENDS*£50* PER HOURA REFUNDABLE CASH DEPOSIT OF *£150* REQUIRED ONTOP OF HIRING CHARGE\*\* | **GALLERY**CAPACITY: 20MINIMUM HIRE: 2 HOURS*£30* PER HOURA REFUNDABLE CASH DEPOSIT OF *£150* REQUIRED ONTOP OF HIRING CHARGE\*\* |
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| ROOM REQUIRED\* |  |
| DATE REQUIRED\* |  |

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| \*\*The Cash deposit is required to secure the booking. Any cancellations made **within 30 days**prior to the date of the booking will not be eligible for a refund of cash depositThe **entire sum** for your booking must be paid at least two weeks prior to the date of hiring.Block Staging is available for hire – this will be charged at the standard rate of *£60* |
|  Within our facilities we have kitchens that are available for use. However these facilities may only be used for heating/reheating pre-prepared food.  |
| Excluding Private parties/celebrations all other groups, clubs and organisations must provide sufficient information regarding the type of activities held under our premises.This includes: Organisation code of principles, health & safety policy, Public Liability Insurance, Nature of activities to be held, Statement of Faith (if applicable), and any other Legalities that may be requested. |
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Please return this form & any of the above applicable documents to either the Parish Office *or* attach via email to admin@stjohnwembley.org