**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](mailto: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\* |  | | | |
| |  | | --- | | ROOMS AVAILABLE | | | | | |
| **MAIN HALL**  CAPACITY: 250  MINIMUM 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: 80  MINIMUM 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: 40  MINIMUM HIRE: 2HRS WEEKDAYS/ 4HRS WEEKENDS  *£50* PER HOUR  A REFUNDABLE CASH DEPOSIT OF *£150* REQUIRED ONTOP OF HIRING CHARGE\*\* | | | **GALLERY**  CAPACITY: 20  MINIMUM HIRE: 2 HOURS  *£30* PER HOUR  A 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 deposit  The **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](mailto:admin@stjohnwembley.org)