



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 (We allow 15 minutes before and after your booked time for setting up / clearing up. Occupation of the room outside these times may incur a charge)

Room(s) booked
 (Due to unforeseen circumstances we may move you to a suitable alternative room)

Equipment
 (The following may be available: (Media Projector £11.50, Flip Chart Easel, Projector Screen)

- 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. Please contact us to request a form from us to confirm you understand and will fulfil your statutory requirements.

SignedPlease print your name.....
 (A signature will be implied by returning a completed form by email)

Rates as from 1st January 2018	Session (2-4 hours)	Day (4-8 hours)	Per hour (up to 2 hours)	
Hall (Main / Upper), Lounge (Upper / Lower)	£32.65	£58.15	£14.30	
Church Vestibule, Basement			£10.70	
Bad Homburg Room			£10.20	
Main Kitchen	Preparation of a meal (ovens & equipment)			£26.50
	Teas & Coffees for Large Groups			£13.25
Main Church: Oct-Apr	£76.00	£152.00	n/a	
Main Church: May-Sep	£48.00	£93.50	n/a	
Baptistry				£35.20 extra
Media Projector, TV Screens and PA system				£11.75
Operator for TV Screens and PA system				£32.20 per half day

Please note: 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 end of each quarter, (unless agreed otherwise) and payment is **due on the billing date.**

www.thepalacegatecentre.co.uk