

St. George Community Association

St. George Community Centre
Church Road, St. George, Bristol BS5 8AA
Tel: 0117 9411 882 Mob: 07757 319 582
E-mail: stgeorgecc@hotmail.com
www.stgeorgecc.co.uk
Registered Charity No: 1069604

ROOM HIRE & CHARGES

St. George Community Centre is a purpose built building which includes a large hall, meeting room and kitchen servery available for private hire. It also has wheelchair access, a disabled toilet and baby changing facilities.

The large hall has a capacity of approximately 100 people and is suitable for meetings, conferences, parties, exercise classes and receptions. The meeting room is a smaller carpeted room, with access to the main hall, kitchen servery and toilets.

Deposits

A refundable deposit of **£50** cash is required by all hirers, payable at the time of booking. This will normally be returned no later than two weeks after the event.

Your booking will not be secured until deposit, full payment, signed terms and conditions and signed booking form have been received,

We reserve the right to withhold full or part deposit monies if

- Extra cleaning is required.
- The building and/or contents are in need of repair as a result of the booking.
- You stay longer than the agreed length of the hire period.
- You leave earlier than your arranged time without notifying the key holder.
- You decide to cancel the function with less than 14 days notice

Please ensure you read the terms and conditions fully and sign to agree to them

Hire Charge

Private Hire e.g. parties, receptions, etc. up to 6pm - **£15 per hour**
(Functions taking place by arrangement after 6pm may cost more)

Full payment of the hire charge must be made at least one month before the function, by either cash or cheque. All late bookings to be paid fully in cash.

St. George Community Association

St. George Community Centre
Church Road, St. George, Bristol BS5 8AA
Tel: 0117 9411 882 Mob: 07757 319 582
E-mail: stgeorgecc@hotmail.com
www.stgeorgecc.co.uk
Registered Charity No: 1069604

BOOKING FORM

Name/Group _____

Address _____

Post Code _____ Tel: _____

Mob: _____ E-mail: _____

Date Hall Required _____ Number of people expected _____

From _____ (am/pm) To: _____ (am/pm)

[Please allow time for setting up and clearing away]

Description of event or activity _____

Deposit paid £ _____ Cash

Hire Charge per hour £ _____ Total Amount Payable £ _____

[cash is required for deposit, cash or cheque for hire charge is acceptable.]

Person responsible for booking [print name] _____

I have read and agreed to abide by the Terms and Conditions of Hire

Signed _____ Date _____

FOR USE BY ST.GEORGE COMMUNITY CENTRE ONLY

Person(s) taking booking _____ Date _____

Person(s) opening/closing centre _____

Date deposit received _____ Date hire paid _____

Date given to treasurer _____ Signed _____