

# 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](mailto:stgeorgecc@hotmail.com)  
[www.stgeorgecc.co.uk](http://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** 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.**

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## 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 £ \_\_\_\_\_ Cheque/Cash?

**[Please make cheques payable to St. George Community Association]**

Hire Charge per hour £ \_\_\_\_\_ Total Amount Payable £ \_\_\_\_\_

**[Separate cheques required for deposit and hire]**

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 \_\_\_\_\_