

ST. JOHN THE BAPTIST, STONELEIGH - PARISH CENTRE

St. John's Centre, Station Approach, Stoneleigh, Epsom,
Surrey KT19 0QZ.



BOOKING FORM

Thank you for your enquiry about booking St. John's Centre. Please return this form and keep a copy. Your provisional booking will be held for four weeks. If we have not received payment within that time the booking will be cancelled.

You are required to ensure that children are protected at all times by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. Appropriate adult supervision should be provided. **You should be aware that other people may also be using the premises.**

Your name:

Your address:

Your land line telephone number: Mobile:

What organisation (if any) do you represent?

Why are the premises required?

If for a children's party what is the age?

How many persons will be present?

Do you want to use the Hall? Do you want to use the Parish Room?
(This is not available for parties)

What day and date do you require the premises?

What time does the booking start? When does it end?
(Timings should be on the hour, or half hour and include time to set up and clear up.)

Have you received and read the Parish Child Protection Policy?

Have you received and read the Conditions of Hire?

Have you received and read the Fire Instructions?

I enclose the hire charge of £..... together with a separate cheque for £100 as a deposit against damage.
(Cheques payable to "PCC St John Baptist". The deposit cheque will be shredded if there is no damage.
If you have not heard from us within two weeks of your event you can assume that it is being shredded)

Signature: Date.....

The booking form and payment should be sent to:
Kerri Hawkins, 40 Grafton Road, Worcester Park, KT4 7QP Telephone 07913 891434

On the day of your booking the key for the Parish Centre will be available in the key safe next to the entrance to the Centre.

Please note that other people or groups may be using the premises the same day, and you are only entitled to access to the Parish Centre at the agreed start time and you must vacate by your booked finishing time.

Code for your booking: 0812

Key safe instructions:

- Pull the cover open
- Enter the code by pressing the buttons
- Twist the 'open' knob to the right until the safe opens
- When you close the safe twist the knob to the left until it clicks
- Replace the cover

Repeat the above when replacing the key

Should you make a mistake in entering the code slide the 'clear' button down firmly and start again.

It is your responsibility to ensure that the key is returned to the key safe when you leave the Centre.

If you have problems accessing the safe please contact;

Jean Tutton
020 8393 3687
07504 826432

or

Kerri Hawkins
07801 272407

In the event of neither being available please contact one of the other keyholders listed on the door of the Parish Centre.

Please ensure that you keep these instructions for use on the day.

We hope you enjoy your event.