

## THE PARISH CENTRE & MITCHAM PARISH CHURCH

| Facility  | Period of Hire    |                        | Cost            |                 |
|---|-------------------|------------------------|-----------------|-----------------|
| <b>MAIN HALL<br/>in Parish Centre<br/>or<br/>THE NAVE<br/>of the -Church<br/>(£1/hr surcharge,<br/>see note **)</b> | SUNDAY            | before 7pm   after 7pm | <b>£ 21.50*</b> | <b>£ 21.50*</b> |
|   |                   | MONDAY - THURSDAY      | <b>£ 19.50</b>  | <b>£ 21.50*</b> |
|   |                   | FRIDAY - SATURDAY      | <b>£ 24.50</b>  | <b>£ 27.50*</b> |
|   | MONDAY - THURSDAY | 9am - 10.30pm          | <b>£ 155.00</b> |                 |
|   |                   | FRIDAY - SATURDAY      | <b>£ 200.00</b> |                 |

| <b>MEETING ROOM<br/>in Parish Centre<br/>or Church</b> | Period of Hire    |                        | Hourly rate     |                 |
|--|-------------------|------------------------|-----------------|-----------------|
|  | SUNDAY            | before 7pm   after 7pm | <b>£ 15.50*</b> | <b>£ 16.00*</b> |
|  |                   | MONDAY - THURSDAY      | <b>£ 13.50</b>  | <b>£ 15.00*</b> |
|  |                   | FRIDAY - SATURDAY      | <b>£ 17.50</b>  | <b>£ 19.50*</b> |
|  | MONDAY - THURSDAY | 9am - 10.30pm          | <b>£ 105.00</b> |                 |
|  |                   | FRIDAY - SATURDAY      | <b>£ 135.00</b> |                 |

### NOTES

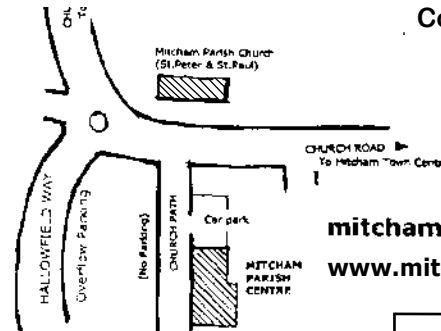
- **\*Up to 10% discount for regular commercial lets; up to 20% discount for regular community lets if payment is made in advance**
- The hourly rate must include the whole period of letting, including any time used for setting up and clearing away.
- An additional £100 refundable deposit is normally required, to cover damage, etc. All conditions of hire must be complied with (see over), and damage must be paid for.
- Full payment is required at least four weeks before the time of hire.
- Kitchen equipment and other equipment in the Centre and Church and all other properties are not to be used without prior agreement. Under normal circumstances we ask Centre and Church users to provide their own equipment and to clear it all away after use.
- Rates are negotiable for regular bookings and some small local groups.
- The Parish Centre garden is available to all who hire the Main Hall. Please ensure the fire doors are properly shut after use.

**BOOKING  
RATES:  
JAN-DEC  
2014**



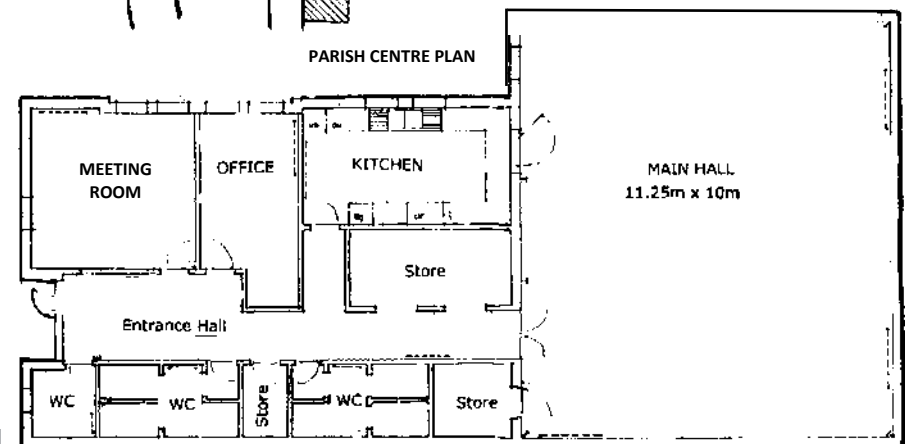
The Parish Centre is set in a community garden, with a small garden of its own, surrounded by trees

\*\* The Parish Church is suitable for a variety of styles of worship. Toilet & kitchen facilities are available. There is a £1/hr surcharge on our standard rates to help cover additional power costs



Contact Fr. John or Sara at  
**The Parish Centre  
Church Path,  
Mitcham, Surrey,  
CR4 3BN.**

Tel 020 8648 1566  
mitchamparishchurch@uk2.net  
www.mitchamparishchurch.org.uk



## CONDITIONS FOR HIRING THE PARISH CENTRE OR CHURCH

A brief summary of the full conditions, which should be read before signing the Contract of Hire

### BOOKING

This can be arranged with the Manager of the Parish Centre during normal office hours or by contacting the Parish Office

Tel.020 8648 1566; email mitchamparishchurch@uk2.net

### PAYMENTS

Cheques should be made payable to "Mitcham Parish Church" account.

### CANCELLATION

If you cancel less than two weeks before your event, you may forfeit your deposit.

### SETTING UP & CLEARING UP

You are responsible for setting up and clearing up. Time must be allowed for this in your booking. If the Centre is not left clean and neat with all lights and water taps turned off and the alarm on when you leave, you will forfeit all or part of your damage deposit. You may also be charged for storage for any property left in the Centre after your event.

### ENTERING & LEAVING THE PREMISES

When you pay for your booking, you will be given keys and security instructions. You will be responsible for security throughout the time of hire. When you leave, please drop the keys through the letterbox in an envelope marked with your name, unless instructed otherwise. *Please remember this is a residential area. Make sure you and your guests leave the centre quietly before 11pm Monday to Saturday and before 7pm Sunday.*

### CAR PARKING

There is space for twelve cars in the Parish Centre car park. Over-flow parking should be in Hollowfield Way. For the sake of local residents, please do not park any vehicles in Church Path.

### ALCOHOL

If you are planning to sell alcohol, you are required to obtain a licence. *Drunkenness and disorderly behaviour will not be tolerated.*

### SMOKING

There is a non-smoking policy on all our buildings. Please use the facilities provided outside to extinguish cigarettes.

### MUSIC

*If you have music, it must be turned off by 10.30pm.* Please make sure you do not disturb our neighbours at any time.

### DAMAGE

A damage deposit of £100 will be required prior to booking. The cost during the hiring of any damage or disturbance is your responsibility. We will deduct such costs from your damage deposit. If this does not cover the costs, we will ask you to pay any extra.

### LIABILITY

You and your guests use the Centre or the Church at your own risk. We are not responsible for any loss, damage or injury arising from your use of the Centre.

### FIRE EXITS

You must not block the fire exits or corridors - you might need them if there is an emergency.

**FIRE EXTINGUISHERS** If a fire extinguisher is activated during your hiring, you will be charged for its service and recharge.

### EXCLUSIONS

Any complaints about behaviour will be followed up, and if valid may lead to immediate exclusion and the forfeit of your damage deposit.