

MAIDSTONE UNITED REFORMED CHURCH

Week Street, Maidstone, Kent ME14 1QU
www.maidstoneurc.co.uk



Function Room Booking Request Form

Name of Organisation:

Contact Name:

Contact Tel. No.:

Email Address:

Contact Address:

..... Post Code:

Date of Booking: Time From: To:

Room Use:

e.g. Meeting, Social Event etc

Expected number attending

Alcohol to be consumed? Yes/No

Alcohol may be consumed on the premises. Authorisation from the church is required at the time of booking and the requirements of the church Alcohol Policy must be met. The policy is available from the Lettings Manager.

Other Equipment Required:

Please indicate

Imager

Flip Charts

DVD Player (using laptop PC)

Signed: Date:

Booking Procedure

Bookings can be made by:

Complete the booking request form or contact the Lettings Manager to discuss your requirements.

Lettings Manager
Maidstone United Reformed Church
Week Street
Maidstone, Kent ME14 1QU
Tel No: 07771104503
Email: lettings@maidstoneurc.co.uk

The church reserves the right to decline any booking request.

The full terms and conditions of lettings are available in the Lettings Agreement.

Charges Effective 1 January 2016

Room	First two hours	Subsequent hours	Refundable Deposit
Dunning Hall	£24.00	£7.00	£50.00
Main Hall	£42.00	£12.00	£50.00
Bremner Room	£18.00	£6.00	£50.00
Kitchen for tea/coffee only	£6.00	£1.00	
Kitchen for full use	£14.00	£2.50	
Sanctuary (at the discretion of Church Elders)			
Without heating	£95.00	£20.00	£100.00
With heating	£126.00	£20.00	£100.00
Equipment	Single Charge		
Imager	£25		
Flip Charts	£10 each		
DVD (Laptop PC)	£25		