

# 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: 07941 942331  
[email: jonk5374@gmail.com](mailto:jonk5374@gmail.com)

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 April 2019

<b>Room</b>	<b>First two hours</b>	<b>Subsequent hours</b>	<b>Refundable Deposit</b>
Dunning Hall	£35.00	£10.00	£50.00
Main Hall	£50.00	£15.00	£50.00
Bremner Room	£26.00	£5.00	£50.00
Kitchen for tea/coffee only	£7.00	£2.00	
Kitchen for full use	£15.00	£5.00	
Sanctuary (at the discretion of Church Elders)			
Without heating	£125.00	£25.00	£100.00
With heating	£150.00	£25.00	£100.00
<b>Equipment</b>	<b>Single Charge</b>		
Imager	£25		
Flip Charts	£10 each		
DVD (Laptop PC)	£25		