

THE PARISH OF CENTRAL EXETER
BOOKING FORM FOR THE SHARED USE OF ST STEPHEN'S



St Stephen's Church is available for use, within the guidelines set out, from Monday to Saturday between 9.00am and 5.00pm and also for some evening occasions. We do not make a specific charge, but seek to defray the estimated costs to the Parish for the use of the space. We would therefore be grateful to receive a minimum donation in line with the following:

Per hour	£20	All day plus evening	£180
Half day (9am-1pm, 1pm-5pm)	£80	Use of AV equipment	£15
Half day plus lunch hour (9am-2pm, 12pm-5pm)	£100		
Full day (9am – 5pm)	£160	Use of Piano if required	£15
Evening (6pm-10pm)	£80		

Please complete the form below and return it, together with your payment (see below) to: Mary Keaney, 3 Blackthorn Way, Cullompton, EX15 1QH Tel: 07856848121 or to bookings@parishofcentralexeter.co.uk A confirmation of your booking will be sent by e-mail or post. If a required date is not free, I will get in touch with you to see if we can find a suitable alternative.

Name of organisation:

Name of person responsible for event:

Address:

Tel number:

Email address:

Date of event:

Time access to Church needed: from: to:
 (please allow time for setting up and clearing away)

Time of actual event:

Nature of event:

☐ I enclose a cheque (payable to 'Central Exeter Parochial Church Council') for: £..... Please write our account name clearly and in one hand without alterations to ensure it is not rejected by the bank.

☐ I have made a BACS transfer for: £..... to Sort Code: 309314 Acct number: 00267964
 Central Exeter Parochial Church Council account, Lloyds Bank, High Street, Exeter Branch

Keys: You will not normally require keys to access the building as you will be met by one of our greeters. However, if you need access the night before to set up (only possible if the church is not being used that evening) and/or to collect items in the evening on the day of the event, a key can be provided. **Do you need this facility?**

Car access: You can only access St Stephens by car to deliver/retrieve items before 10am and after 6pm. You must comply with strict rules from the Council and you also **must display a valid permit**. A maximum of 3 permits per day is allowed, and are only valid for the day(s) shown on the permit. If you require permits please indicate the number of permits required:

Evening before..... Day of use..... The rules will be sent to you with the permit(s).

AV Equipment: We have microphones, CD player and a projector which can be used with a church laptop or your own. **WE DO NOT HAVE WIFI**. Once the Greeter has helped to set up the equipment they will leave you to manage it.

Do you need this facility?

In making this booking you consent to us storing and using your contact details for the purposes of managing this and future bookings. We will never pass your information onto anyone.

☐ **We may occasionally use these contact details to send out Newsletters.**
 Please tick this box if you do not wish to receive Newsletters.

SAFEGUARDING

Any bookings where children and/or vulnerable adults will be present **MUST** complete the Diocese of Exeter 'Hirers of Church Premises' statement (See attachment). Organisations which hire church premises for work with these groups **MUST** also have a full Safeguarding Policy of their own, and **MUST** provide a full copy of this to the Church before the booking commences.