

Room Hire Charges

This document is to be read in conjunction with Terms & Conditions of Hire, Acceptable Behaviour Document, Church Safety Policy

Discounts may apply when the booking is for half a day or a full day. Ask us about this at the time of booking.

Room name	Maximum capacity	Hourly rate
Rear Hall & Kitchen	120	£30
North Room (with coffee station)	25	£20
South Room	20	£30
Upper Coffee Lounge	20	£18
Worship Sanctuary	300	£30

Payment

- We require a £50 deposit with each booking, refundable if the building is left in good condition.
- Published hire charges may be varied at the discretion of Clarence Park Baptist Church as needed.
- Full payment is required 2 weeks before the event. Failure to pay will result in cancellation and loss of deposit. If you have a long-term regular booking with us, we still require payment 2 weeks in advance unless an invoicing arrangement has been agreed.
- If your booking is confirmed and you then cancel, the following charges will apply:
 - 7 working days before the event: 50% of the hire charge;*
 - Less than 7 working days before the event: 100% of the hire charge.*
- Payments may be made in cash, by cheque or by bank transfer.
- Please make all cheques payable to "Clarence Park Baptist Church".
- Sort code: 40-52-40
Acc No: 00035721

Essential reading

- **Terms and Conditions of Hire**
- **Acceptable Behaviour Policy**
- **Church Safety Policy**
- **Room Hire Charges**

These documents are available here:
www.cpbpc.co.uk/contact-us/room-bookings.
Hard copies are available on request.

You will be required to sign that you have read and understood these documents before your booking is confirmed.

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