



**South Street Baptist Church: PALACE GATE CENTRE**  
**3 Palace Gate, Exeter, EX1 1JA Tel: 01392 279485**  
 office@ssbcexeter.co.uk

**ROOM BOOKING FORM**

Name of Group .....

Name of Leader/Organiser (who must arrive first) .....

Address .....

Telephone ..... Mobile .....

email .....

Billing contact details (if different) Name .....

Address .....

Telephone ..... email .....

Approximate regular number attending .....

Type of meeting (ie, conference, seminar, social, small group) .....

Day(s) & Date(s) required ..... year .....

Times of day from ..... to .....

Room(s) booked .....

(Due to unforeseen circumstances we may move you to a suitable alternative room)

Equipment .....

(The following may be available: (Media Projector, PA System, Audio Visual System – price below, Flip Chart, Easel, Projector Screen)

- I have read and agree the terms of The Palace Gate Centre – Lettings Policy
- If your booking is for a Regulated Activity with children or vulnerable adults then you are required by law to have a safeguarding policy and your booking with us will be conditional on having such a policy. Please contact us to request a form from us to confirm you understand and will fulfil your statutory requirements.

Signed .....Please print your name.....

(A signature will be implied by returning a completed form by email)

<b>Rates as from 1<sup>st</sup> January 2020</b>	<b>Price</b>	
Small Rooms *	£11.75 per hour	Discount of 10% when 6 or more bookings are made together
Lounges (Lower / Upper) *	£16.55 per hour	Discount of 10% when 6 or more bookings are made together
Halls (Lower / Upper) *	£22.35 per hour	Surcharge of 20% for groups of over 40 people. Discount of 10% when 6 or more bookings are made together
Main Kitchen	£28.50	Preparation of a meal (ovens & equipment)
Main Kitchen	£14.30	Teas & Coffees for Large Groups
Main Church: Day	£152.00	Discount of 10% when 6 or more bookings are made together
Main Church: Session (up to 4 hours)	£76.00	Discount of 10% when 6 or more bookings are made together
Baptistry	£40.00	In addition to church hire
Media Projector and / or PA system	£14.00	In addition to room hire
Audio visual system	£14.00	In addition to church hire
Operator for TV Screens and PA system	£35.00	Per 4 hour session

\* Bookings will be for a minimum of 1 hour and are made in half-hour units thereafter.

Please note: all prices are accurate at time of printing, and are subject to an annual increase on 1<sup>st</sup> January each year. Bills will be issued at the end of each quarter, (unless agreed otherwise) and payment is **due on the billing date**.

[www.palacegatecentre.co.uk](http://www.palacegatecentre.co.uk)