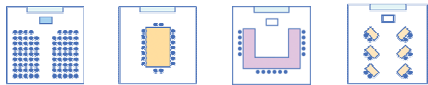


Booking form

Date room required	
Booking contact name and details	Name:
	Address:
	Email & tel:
Please give us a brief description of your organisation and the event for which the Centre will be used	
Name of person who will be responsible for the event (if different from above)	
Which room(s) are required?	
Time/s (including time for preparation and clearing up afterwards)	
Room layout e.g. boardroom (please circle) (NB possible layouts will depend on number of attendees)	
Number attending meeting/event	
Do you require use of:	PA system? _____ Projector and screen? _____ Flipchart? _____
Would you like us to arrange for lunch to be provided? If so, for how many and at what time?	
Total Cost (excluding any lunch costs)	



Deane Church Centre

41 Junction Road,
Deane
Bolton
BL3 4LT

www.deanechurch.org

Tel: 01204 659637

Email:
deanechurchoffice@btinternet.com

Office Opening Hours:

Mon & Fri: 9:30am – 12:30pm
& 1:00pm – 4:00pm

Tues & Wed: 9:30am –
12:30pm

Thursday: Closed all day

Deane Church Centre is a newly refurbished building providing excellent and flexible facilities for meetings and events. The Centre is really well located for access to Bolton Town Centre and to the M61 motorway.

There are three rooms available in the Centre, one seating up to 25 people, and two which can accommodate up to 8 people¹. There is also a well equipped kitchen and disabled access toilet, and a disabled parking space at the front of the building. Other parking is available on neighbouring streets.

Rooms within the Centre are available to hire for meetings and events on Thursday and Friday from 8:30am to 5:00pm, and Saturday from 9am to 5:00pm.

Costs

Main room	£15.00 per hour
Main room and breakout rooms	£20.00 per hour
Refreshments	50p per person (tea, coffee and biscuits), per break (lunch can be arranged for you if required and will be invoiced separately).

Equipment

A PA system (including radio microphone), computer, screen, CD/DVD player and hearing loop are available in the main room. A television with DVD player is available in one of the smaller upstairs rooms. Use of this equipment is included within the cost of hire.

Regulations for letting

1. All applications must be made on the form contained within this leaflet. It is also obtainable from Deane Church Office.
2. Anyone hiring the Centre must confine themselves to the room(s) they have booked. No furniture must be removed without prior arrangement.
3. The premises must be left in the condition in which they are found. Damage of any kind will be assessed and must be paid for.
4. The District Church Council reserve the right to suspend any regular booking with reasonable notice if the hall is required for any Church purpose, which in their view should have priority.
5. The total cost of hiring will be assessed on the application form.
6. The District Church Council cannot accept any responsibility for loss or damage to personal property sustained on or about the premises or to vehicles and contents parked on Church or Church Centre property.
7. Cheques should be made payable to "Deane PCC".
8. Telephone bookings must be confirmed in writing within seven days.
9. Each organisation is responsible for the Health & Safety of its own staff and visitors while at the Centre. This includes responsibility for evacuation procedure, a copy of which will be given to you. Emergency exits must be kept clear at all times.
10. Any procedures, such as CRB checks for your own staff, are also the responsibility of the organisation renting the room.
11. There is no smoking in any part of the building.
12. The District Church Council have passed a resolution to make the centre a Fairtrade organisation. Users are asked to use fairly traded products wherever possible.

¹ Please note these two rooms are on the first floor and are not fully accessible