



GUILDFORD BAPTIST CHURCH ROOM BOOKING INFORMATION

(June 2010)

Thank you for your interest in hiring a Room at Guildford Baptist Church. Please note the following information to help you plan your event.

Room Hire Rates for 2010

Rates shown reflect Standard price and c.25% discount for Charity and Private Hire

From May 2010, additional charges will be made for Tea/Coffee

Room	Size & Facilities	Suitable for	Price per 4 hour Session Standard/Charity*	Additional Facilities
Auditorium	Seats up to 520 in amphitheatre style tiered seating on padded pews. Curved stage area. Induction Loop system	Events such as Concerts, Conferences, Seminars, Performances	£150.00 / £100.00	Fully integrated PA and AV. Wireless. (Operator required – please ask on booking)
Room A/B	Seats up to 80 on individual seats, with table configurations also possible. Divides into 2 separate rooms. Carpeted throughout	Ideal for small/medium size Conferences, Seminars or Teaching sessions. Versatile layouts	£80.00 / £60.00	Full range of portable PA and AV Equipment. Keyboard on request
Room C/D	Seats up to 40 on individual seats, with table configurations possible. Divides into 2 separate rooms. Carpeted throughout.	Ideal for small size Seminars or Teaching sessions	£40.00 / £30.00	Full range of portable PA and AV Equipment. Piano or Keyboard on request
Top Deck	Seats up to 40 on a mixture of hard & soft seats, settees and cushions, plus pc workstations.	Ideal for informal meetings and youth gatherings	£50.00 / £35.00	Integrated multimedia system available on request

Room	Size & Facilities	Suitable for	Price per 4 hour Session Standard/Charity*	Additional Facilities
Lounge and Servery	Seats up to 35 in lounge style seats, with small kitchen servery adjacent. Fully carpeted	Versatile meeting room	£60.00 / £45.00	Full range of portable PA and AV Equipment. Keyboard on request
Upper Lounge	Seats 10 in easy chairs, in a quiet serene atmosphere. Carpeted	Ideal for small intimate appointments or meetings	£25.00 / £20.00	
Games Hall	May seat up to 150, or 100 with table configurations. Hard floor surface	Useful for badminton, Volleyball, theatrical rehearsals, or for parties / other seated social functions	£60.00 / £45.00	Full range of portable PA and AV Equipment. Keyboard on request

Tea and Coffee will be charged at the following rates:

Number of People	Cost (£) per round of drinks *
1 - 5	1.00
6 - 10	2.00
11 - 15	3.00
16 - 20	4.00
21 - 25	5.00
26 - 30	6.00
31 - 40	8.00
Over 40	10.00

* Round of drinks = enough tea/coffee for a period of 2 hours

* Session = any period lasting up to 4 hours

* c.25% discount for Charities applies

* Multiple booking discounts subject to negotiation

Please note that this is an alcohol free premises

CANCELLATION CHARGES

Please give at least 24 hours notice of any cancellation of booking.

Guildford Baptist Church reserve the right to charge a 10% cancellation fee for rooms that are booked and not cancelled in time.

INFORMATION REQUIRED FOR BOOKING

When booking a room, please let us know:

- Name and Contact details of applicant
- Address for Invoice (if different)
- Details of the event (including preferred rooms, dates and timing)
- How many people will be using the room(s)
- Tea/Coffee requirements*
- Layout of room – configuration of chairs and tables
- Additional facilities required – Flip charts, presentation equipment, etc
- Parking requirements (subject to availability)

*Please enquire if you have any other catering requirements.

SECURITY, HEALTH AND SAFETY NOTICE

Guildford Baptist Church welcomes many groups to the Centre and we wish to ensure that your visit is both enjoyable and safe.

Please could Group Leaders report in at the Welcome Desk on arrival and make their groups aware of the following information:

- Please note that all belongings are the responsibility of their owner. If lockable storage is required, please enquire at the Welcome Desk.
- Please ask at the Welcome Desk/Office if First Aid facilities are required.
- Please ensure all users note the nearest Fire Exits and escape routes from their room.

If you have any questions concerning Security, Health and Safety – please enquire on Booking or ask at the Welcome Desk.

Thank you for noting the above information.

For all further enquiries – please contact: bookings@guildfordbaptist.org

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