

ST STEPHEN PARISH CENTRE

Fees apply to agreements from 1st January 2018.

FUNCTION BOOKING RATES

Parish Centre	Function
Tennyson Hall	£22.00 p/h
St Stephen Suite	£24.00 p/h
Watling Room	£13.00 p/h
Tennyson + Watling	£33.00 p/h
Exclusive use*	£54.00 p/h
Outside fenced area	£5.00 p/h

FACILITIES

- St Stephen Suite (accommodates 35), suitable for seminars, conferences, meetings; air conditioned, with coffee and tea provision
- Watling Room, suitable for smaller meetings, activities
- Tennyson Hall (accommodates 50–80)
- Kitchen
- Outdoor enclosed children's party area
- Private parking (50 spaces)

DEPOSITS

Refundable damage deposits are required as follows:

- Children's Party (up to 11 years) – £100
- All other parties and social events – £250

For all parties and social events up to and including age 17

the hire agreement must be signed by the parent/guardian and minimum of 1 named adult per 10 children must be present for the duration of the party

Clients are responsible for setting up and putting away any furniture/equipment used

Enquiries/bookings please contact the centres manager

Tel: **01727 874867**

Email: **bookings@ststephenparishcouncil.gov.uk**