

**Regular booking?
Fund-raising Event?
Children's Party?**

Our Parish Centre is used 7 days a week with most bookings coming from long-term users. However, availability changes regularly, with spaces often available in the mornings and afternoons. E-mail or call the Church Office for more information.

**St Matthew's Ashford
Parish Centre
Price List (per hour)**

	Charity Rate	Commercial Rate
Large Hall	£25	£30
Small Hall	£16	£20

Long-term let's may be eligible for a reduction please contact us for details. To receive the Charity Rate, you must provide charitable status documentation.



The Large Hall and Stage

To book the centre, please go online at

www.smam.org.uk,
or email
hall@smam.org.uk



The Parish of
St Mary the Virgin
STANWELL
&
St Matthew
ASHFORD

PARISH CENTRE



Welcome

The accommodation briefly comprises:

- *Main hall with stage*
- *Small hall*
- *Fully fitted kitchen*
- *Ladies and gents toilets*
- *Disabled toilet facilities*
- *Car park adjacent to the building*

The Parish Centre was completed in 1961 to the Glory of God, for the church and community use.

The Parish Centre consists of the Large Hall and the Small Hall.

The **Large Hall** comprises the large main hall which, is approximately 18m by 9m, and can comfortably accommodate up to 120 people seated.

The **kitchen** has a large sink, a good range of worktops, a fridge, a large modern range cooker with a twin oven and a separate microwave oven. Crockery and cutlery are available for the use of the hirer.

The hall also includes toilets, baby changing facilities and a disabled toilet.

The **Small Hall** is suitable for smaller gatherings, seating about 40 with dimensions of 9m by 6m. It has a small kitchen and toilet facilities.

Both Halls have disabled access.

The parish centre's components can be quickly booked in various combinations (see the back page for details).

Thank you for considering St Matthew's Parish Centre. We hope you will find this leaflet helpful. For more details, see the contacts on the back page

Hire

When Hiring the Hall you will be sent a list of the terms and conditions but we would like to take this opportunity to inform you of the following:

- Smoking is not allowed anywhere on the premises by law.
- Blu-tack and Sellotape must not be used on the walls.
- No ball games are allowed inside the hall.
- Any areas used must be cleaned, the floors swept, and furniture returned at the hire's end.
- If using the kitchen, it must be left clean.
- When leaving, ensure the facilities are left in at least the condition you found them.
- Please close all the windows and doors before leaving.
- Turn off the lights and any appliances used when leaving.
- Please take away all the rubbish.
- There is very restricted parking in the Parish Centre grounds.

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- Cars on the Parish Centre grounds are dangerous, especially to children and old people.
- Carelessly driven or parked cars can damage the church grounds and prevent access.

Please ensure set up and clear up time is included in your booking time.

All hires must be complete and the building cleaned and vacated by 23:00.

A minimum security deposit of £50 is required when booking. For a booking over 3 hours a minimum of £100 is required by direct bank transfer to:

Bank: Lloyds

Sort Code: 30-94-42

Account Number: 01637518

Account Name: St Matthew Church Hall

Maintenance Account

Cheques made payable to St Matthew's Church Hall Maintenance Account.

You will be notified at the provisional booking stage if a larger security deposit is required. This amount will be refunded on successful completion of the booking once premises are found in a state complying with the terms and conditions.

A £10 charge up to four hours, £20 over four hours, will be added to each booking to contribute to staff costs.

However, if the management feels attendance is needed for the booking duration, this will be notified at the provisional booking stage and charged at £10 per hour.

The booking form must be returned within 7 days of the initial inquiry to hold your booking. Initial bookings will not be confirmed until the security deposit is paid.