**QE PARK CENTRE BOOKING CHARGES**

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| **Community/Charity** | **Regular Bookings** | **One-off Bookings** | **Friday/Saturday evening** |
| Main Hall | £17/hour | £24/hour | £170 (6pm-midnight) |
| Large Meeting room | £11.50/hour | £11.50/hour | £11.50/hour |
| Smaller Meeting rooms | £8.50/hour | £8.50/hour | £8.50/hour |
| Ground Floor room (not available for parties) | £15/hour | £15/hour | / |
| **Other charges (per event)** |  |
| Stereo sound system (main hall only): £6 per one-off event (+ Disco lights: £12 per event) | Large TV monitor: £5 per event |
| Toddler toys: £10.50 per event | Bouncy castle: £90 per event (Main hall only) |

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| **Commercial** |  |
| Main Hall | £34/hour |
| Large Meeting room | £17/hour |
| Small meeting rooms | £11.50/hour |
| Ground Floor room | £23.50/hour |

* Room Sizes:- Main hall: 135m2 (Fire safety limit of 110 people);

Large meeting room: 68m2; Smaller meeting rooms: 22.5m2; Ground floor room: 90m2

* **Room Charges are pro rata and are to include any time needed for setting up and clearing away.**
* Booking deposit: £100. Fees of less than £100 are due at time of booking.
* A separate returnable ‘security deposit’ may be requested: £50 cash or cheque – only to be cashed in the case of damage/breakage or if additional cleaning is required after the event.
* Cancellation: full charge for less than 7 days’ notice; 50% charge for less than 21 days’ notice.

**Contact for enquiries**:- Rheanne Mole on 01483 235185 or admin@qeparkbaptist.org.uk