

# ST STEPHEN PARISH CENTRE

[www.ststephen-pc.gov.uk](http://www.ststephen-pc.gov.uk)

Fees apply to agreements from 1st April 2022.

## FUNCTION BOOKING RATES.

Parish Centre	Function
Tennyson Hall	£24.00 p/h
St Stephen Suite	£26.00 p/h
Watling Room	£15.00 p/h
Tennyson + Watling	£37.00 p/h
Exclusive use*	£60.00 p/h
Outside fenced area	£6.00 p/h

### FACILITIES

- St Stephen Suite (accommodates 35), suitable for seminars, conferences, meetings; air conditioned, with coffee and tea provision
- Tennyson Hall (accommodates 50–80)
- Watling Room, suitable for smaller meetings, activities (weekends only)
- Kitchen
- Outdoor enclosed children's party area (weekends only)
- 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: **01923 681443, Option 2**

Email: [bookings@ststephen-pc.gov.uk](mailto:bookings@ststephen-pc.gov.uk)