

ST STEPHEN PARISH CENTRE

www.ststephen-pc.gov.uk

Fees apply to agreements from 1st April 2023.

FUNCTION BOOKING RATES

Parish Centre	Function
Tennyson Hall	£27.00 p/h
St Stephen Suite	£29.00 p/h
Watling Room	£17.00 p/h
Tennyson + Watling	£41.00 p/h
Exclusive use*	£66.00 p/h
Outside fenced area	£7.00 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
- 12yr+ parties and all other social events - £250 (except 16-21 years - £500).

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**