

ST STEPHEN PARISH CENTRE

www.ststephen-pc.gov.uk

Fees apply to agreements from 1st April 2025.

FUNCTION BOOKING RATES

Parish Centre	Function
Tennyson Hall	£29.00 p/h
St Stephen Suite	£31.00 p/h
Watling Room	£18.50 p/h
Tennyson + Watling	£44.00 p/h
Exclusive use	£71.00 p/h
Outside fenced area	£8.00 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)

PAYMENT TERMS

25% non-refundable deposit due on receipt of invoice and booking confirmation.

Balance payable 14 days before hire.

Credit or bank card details will be retained as Damage Guarantee or a Refundable Damage Deposit will be charged, as per Terms & Conditions.



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**