

**Birthday Parties Only**

**Enquiry for hire of facilities at:**

**Phoenix Christian Centre**  
Watling Terrace  
Willington  
Crook  
Co Durham  
DL15 0HL



<b>Name or Organisation</b>	<b>Event Description</b>	
<b>Date required:</b>	<b>Time from:</b>	<b>Time to</b>
<b>Contact details:</b>	<b>Name:</b>	<b>Telephone:</b>
	<b>Email:</b>	<b>Address:</b>
<b>Requirement</b>		
Main Hall (seating max 100) @ £15 per hour		Yes / No
Children's Toys for Birthday party @ £10		Yes / No
<b>Total Hire Cost:</b> .....		

----- **PLEASE DETACH AND RETAIN** -----

**Date and time of hire:**

**PCC contact details for this booking:**

**Name:**

**Email:**

**Telephone:**

**Time of entry to the building:**

**Time vacating the building:**

## **Birthday Parties Only**

### **Please list any breakages:**

#### **Terms & Conditions for hire of Phoenix Christian Centre or Wear Valley Christian Centre**

Hire will include

- Access to kitchen
- Set out of room as either Theatre/Conference or Boardroom
- The building will be open 30 minutes before commencement of hire
- Booking is on an hourly basis
- For WVCC: Please note access to levels 1 and 2 is by stairs only

### **Booking**

Online

Please submit a booking form enquiry online. [www.wvcconline.org.uk](http://www.wvcconline.org.uk)  
Please allow 3 working days for us to respond by email.

Postal

Please forward completed form to the address above

Booking is only confirmed on receipt of a £10 deposit

### **Breakages**

Any breakages must be signed for on leaving. Appropriate costs will be invoiced.

### **Cancellation**

At our discretion, once booking is confirmed full costs will be charged if cancelled within 2 weeks of the event date

### **Disputes/Complaints**

These should be made within 7 days by email to [admin@wvcconline.org.uk](mailto:admin@wvcconline.org.uk)

### **Payment**

Can be made in cash or by cheque made out to  
'Phoenix Christian Centre' or 'Wear Valley Christian Centre' as appropriate

### **Cleaning**

Venue should be left clean and tidy, and rubbish cleared.  
A Charge of £10 will be made if cleaning is required

***Valid for new bookings made from August 1st 2012***