

Enquiry for hire of facilities at:

Wear Valley Christian Centre
South Church Road
Bishop Auckland
Co Durham
DL147JX



Name or Organisation		Event Description	
Date required:	Time from:	Time to	
Contact details:	Name:	Telephone:	
	Email:	Address:	
Requirement			
Main Hall (seating max 180)	First hour @ £30	additional hours £20	Yes / No
Setting Style	Boardroom / Conference / Empty		Yes / No
Additional small rooms @ £5 per hour	(Three available)		Yes / No
Children's Toys for Birthday party @ £10			Yes / No
PA Facilities *			Yes / No
Computer / Projection facilities *			Yes / No
Catering *			Yes / No
Tea/Coffee Biscuits @ £1:00 per person			Yes / No
Finger buffet @ £4:00 per person (Please contact to discuss)			Yes / No
PLEASE NOTE			
*Requires additional on-site support @ £10 per support person			
Charities or local community events: 20% reduction of the total bill will be made			
Additional small rooms are located on levels 1 and 2. Access is by stairs only.			
Total Hire Cost:			

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

Date and time of hire:

WVCC contact details for this booking:

Name:

Email:

Telephone:

Time of entry to the building:

Time vacating the building:

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

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

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