

## Organising a larger event?

St Symphorian's Church is available to hire for concerts, dances and



Flexible seating with a capacity of 200.  
Refreshment facilities are available.

For more information plus terms and conditions,  
please contact the Parish Office 01903 268109.

### Office Use

Deposit received: Date: \_\_\_\_\_

Cheque/Cash/ Bacs : name \_\_\_\_\_

Hall Fee received: Date: \_\_\_\_\_

Cheque/Cash/ Bacs : name \_\_\_\_\_

Deposit Returned: Date: \_\_\_\_\_

Cash/ Cheque/ Bacs : name \_\_\_\_\_

## Terms and Conditions

Bookings will not be considered binding unless the official application form has been completed by the hirer and full advance payment made.

The Parochial Church Council reserve the right to cancel any reservations on giving seven days notice. If a cancellation has to be made, as much notice as possible will be given and the full hiring fee returned. Where the hirer cancels a booking, the hire fee (less £5 administration charge) will only be returned in cases where a replacement booking can be made.

The named hirer must be present throughout the event.

Please contact the Parish Office to obtain your key in the week preceding your booking.

The sale of intoxicating liquor is not permitted under any circumstances.

Smoking is not permitted on the premises.

Decorations may be put up in the hall using low adhesive fixings. All decorations and fixings must be removed before leaving the hall.

### **When using the Main Hall/Atkinson Room:**

All fire exits must be kept clear.

Electric lights and fittings must not be interfered with.

Please report any breakages or damages. These will be charged to the hirer.

### **Before leaving the hall please:**

Pack away all tables and chairs (Main Hall).

Return the tables and chairs to the layout as it was when you arrived (Atkinson Room).

Remove all decorations you have put up and their fixings.

Ensure the floor of the hall is swept.

Switch all lights off (main hall toilet lights are on a sensor).

All internal doors are to be closed.

Lock the external doors.

The keys are to be posted through the letterbox in the Atkinson Room entrance door.



**St Symphorian's Church**  
DURRINGTON



**St Symphorian's  
Parish Centre**

**Event Booking Form**

### Contact Us

The Parish Office  
New Road,  
Worthing BN13 3HU

☎01903 268109

✉theoffice@stsymphorians.co.uk

Visit us on the web: [www.stsymphorians.com](http://www.stsymphorians.com)

## Welcome to the Parish Centre at St Symphorian's Church

We have function rooms  
for all occasions!

**The Main Hall** is situated on New Road. Easy Access to this large hall is through the Atkinson Room to the north of the Parish Centre.



This is a large hall which can accommodate up to 100 people. With a wooden floor, this is a perfect venue for dancing, parties and children's activities. This venue includes the use of a range of tables and up to 80 chairs. There are also a number children sized tables and chairs. For children's parties a bouncy castle\* up to 12ft in height can be used in this hall.

Hiring also includes heating and use of the kitchen.



\*Durrington PCC takes no responsibility for equipment supplied by the hirer or other external agency. The equipment and its use is not covered by the Parish Centre insurance policy.

**The Atkinson Room** is accessed from the north side of the Parish Centre and has easy access.



This is a smaller, carpeted room that can accommodate up to 30 people. With its café style tables and chairs this is an ideal venue for meetings and smaller parties and functions. Heating and use of the kitchen are included in the price.

### The Kitchen

The main Hall and Atkinson Room share the use of the one, large kitchen. You will be advised in advance if you have sole or shared use of the kitchen.

Hirers are welcome to use the range style cooker, utensils, crockery, kettles in the kitchen. Please ensure everything used is washed and packed away afterwards. If you intend to use the dishwasher, then advise the Parish Office so you can be given the appropriate instructions to follow. Rubbish can be placed in the large green bin just outside the kitchen window.

### Prices

Main Hall	£25 per hour
Atkinson Room	£15 per hour
Both Halls	£35 per hour

All bookings come with half an hour each side setting up / packing away time.

## Booking Form

About the Event:

Day:

Date:

Time of Hire:

Any special requirements:

Name:

Address:

Contact Number:

Email:

Which venue do you require?

**Main Hall / Atkinson Room**

I agree to pay £ \_\_\_\_\_ returnable deposit which will be returned by bank transfer to:

Sort code:

A/c No:

**or** cheque made payable to:

within one week of the event unless there have been breakages or damage.

The cost of hire will be £ \_\_\_\_\_ payable on picking up the keys on:

I am over 18 years old and agree.

I have read and agree to the terms and conditions.

Signed

Date