

**CHURCH AND COMMUNITY ROOM HIRE RATES**

**Church Hire Charges**
£80 for the first hour, and £40 for each subsequent hour.
A caretaker's attendance charge is also charged at £10 per hour.

In addition to the hire charge, we ask for a £50 bond which is returned at the end of the booking, provided that the booking does not overrun and the church is left clean and tidy.

You are asked to make sure the Church is left clean and tidy with everything returned to its original position. We will ask for a named person to see that this happens on the day.
Those booking the church are asked to state precise times they will need the Church to be opened and closed. Time must be allowed for setting up and people arriving, also for tidying the building and ensuring that everyone has left the building.

There are special rates for student / university groups, and concerts.

For Saturday weddings , it is usually possible to prepare church on Friday afternoon 2-4.30pm. (additional charge of £40.)

**Community Room Hire Charges**
£15/ hour, subject to a minimum of two hours.
A keyholder's attendance charge of £10 is usually made.

Please note that a **25% non refundable deposit** is required to secure all bookings and the **balance is due one month** before the date booked. The balance cannot be refunded once paid.

**Please return form and deposit and bond if applicable, to: St Chrysostom’s Church, Anson Road, Manchester M14 5BG**

**Office use**

Deposit received……………. £50 bond received (if applicable)………….. Date balance due………………….. Balance received…………………

Date entered in the diary……………………………………………………

Staff member/volunteer overseeing event………………………………..

Name of group……………………………………………………………………………..

Contact name……………………………………………………………………………...

Address…………………………………………………………………………………………………………………………

Telephone number…………………………………………email……………………………………………………………

Date required……………………………………………………………………………

Time required (this is the time the first person arrives, up until the last person leaves)……………………………….

Name of person responsible for cleaning and tidying at the end of the booking……………………………………….

Please indicate which space you are booking

**CHURCH**……………….. **COMMUNITY ROOM**……………….

Deposit enclosed £………………. £50 bond enclosed (in case of church hire only)……………………

I confirm that I have read and understood the above information and confirm the details I have provided are correct.

Signature……………………………………………………………………. Date…………………………………….