



ORPINGTON BAPTIST CHURCH

 Station Road, Orpington, Kent BR6 0RZ
 

Tel 01689 877265

Email office@orpingtonbaptist.org.uk

Room Booking Form and Invoice

Name of Organiser:		Address:	
Telephone number:			
E-mail:		Postcode:	
Name of Organisation:			
Organisation Objectives:			
Purpose of Hire:			
Are you charging the public for the event? YES / NO £_____		Number expected to attend:	
Date of Event:	Time access Required:	Departure Time:	Actual usage Time: Hours

Select a room for the activity and complete the form for the room cost.

ROOM	Event Type / Room	Space / Restrictions / Capacity	Usage Time	Hourly Rate	Total Charge
The Sanctuary & Foyer	Auditorium, with AV facilities & operators (£10/hr per person not inc)	Up to 300 capacity		£50.00	£
Upper Hall	Business/Meeting (no ball games etc)	Up to 100 capacity		£20.00	£
Lower Hall	Business / Auditorium, with screen and projector	Up to 100 capacity		£25.00	£
The Upper room	Business/Meeting / Training	Up to 30 capacity		£15.00	£
Lower Meeting room	Meeting / Training / Activity	Up to 20 capacity		£12.00	£
The Teaching Room	Meeting / Training / Activity	Up to 20 capacity		£10.00	£
The Link, Lounge or Lower Hall extension	Meeting / Training / Activity/Computer access X 3	Up to 15 capacity		£10.00	£
Kitchen	For serving/preparing cold food only	Hot water and washing facilities only	Per session	£10.00	£
Kitchen	For preparing hot food	Full kitchen facilities for use by those holding a Food Hygiene Certificate	Per session	£30.00	£
TOTAL					£

I apply for the use of OBC facilities for the purpose stated and agree to the terms and conditions (overleaf) and payment of all costs associated with the hire. I enclose a deposit of 50% of the above total charge.

Passing this form to OBC with or without a deposit does not mean that the booking is accepted. OBC will aim to respond to your booking request within two working days.

Name Signed Date