



ORPINGTON BAPTIST CHURCH

 Station Road, Orpington, Kent BR6 0RZ 
 Tel 01689 877265 Email office@orpingtonbaptist.org.uk

PIRoom 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	Time access	Departure	Actual usage Time: Hours
In the case of activity involving children has your Organisation agreed to comply with the Government's suggested Guidelines 'Working Together to Safeguard Children 2015'?			
YES NO			

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		£55.00	£
Upper Hall	Business/Meeting (no ball games etc)	Up to 100 capacity		£25.00	£
Lower Hall	Business / Auditorium, with screen and projector	Up to 100 capacity		£30.00	£
The Upper room	Business/Meeting / Training	Up to 30 capacity		£17.00	£
Lower Meeting room	Meeting / Training / Activity	Up to 20 capacity		£15.00	£
The Teaching Room	Meeting / Training / Activity	Up to 20 capacity		£12.00	£
The Link, Lounge or Lower Hall extension	Meeting / Training / Activity/Computer access X 3	Up to 15 capacity		£12.00	£
Kitchen	For serving/preparing cold food only	Hot water and washing facilities only	Per session	£15.00	£
Kitchen	For preparing hot food	Full kitchen facilities for use by those holding a Food Hygiene Certificate	Per session	£30.00	£
TOTAL					

We can now only confirm bookings received with a copy of your current Public Liability insurance certificate
www.orpingtonbaptist.org.uk

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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

Orpington Baptist Church will use your personal information solely for the purpose of organizing this event and only in accordance with OBC's Data Protection Policy. This is available from the Church Office or at www.orpingtonbaptist.org.uk.