

# **Christ Church Meeting Rooms Terms and Conditions**

A list of terms and conditions relevant to the rental of meeting rooms at Christ Church Lowestoft.

## **General:**

A booking form must be completed and signed by all clients.

1. Clients arriving early cannot be guaranteed immediate access to meeting rooms.
2. All charges to clients will be made by invoice in arrears
3. Payment of invoice is due within 28 days of its receipt.

## **Provisional Bookings:**

4. Provisional bookings expire after 14 days.

## **Cancellations:**

5. Bookings cancelled within 48 hours of the hire date will incur a 10% cancellation fee.
6. Bookings cancelled within 24 hours of the hire date will be charged in full.

## **Security:**

7. Christ Church Lowestoft accepts no liability for unattended personal belongings or equipment.
8. Visitors must observe local emergency and security procedures.
9. The client is responsible for the safety, security and conduct of their guests on our premises.

## **Damages:**

10. Breakages and spillages must be reported before the client leaves our premises.
11. Accidental damages must be paid for by the client.
12. The rooms and kitchen must be left as it was found. Failure to do so may incur cleaning charges.

## **Additional services:**

13. Tea & coffee could be provided unless you are happy to bring your own but other catering needs must be provided by the client. The kitchenette is a shared facility so clients are requested to consider other users at all times.
14. Although there are two spaces in front of the church, parking close to the premises can be limited so please adhere to parking restrictions.
15. Please inform the office at time of booking if the disability platform lift will be required.

For further information email [admin@christ-church.info](mailto:admin@christ-church.info)

## Room rates:

<b>Room</b>	<b>Facilities</b>	<b>Capacity</b>	<b>Rate (per 3 hour slot)</b>
Pool room & snug	Pool table, snug, chairs	20 - 25 persons	£40
South room Larger area	Plasma screen 62" (DVD and blu ray, surround sound, Free sat), tables, chairs, white board	6 -10 persons	£30
South room Smaller area	Chairs, Tables	6-8 persons	£25
Combined South rooms	Large and small area facilities combined	15 - 20 persons (30 in seminar style)	£40 (£80 per day)
All upstairs complex	All combined	40 to 50 persons	£80 (£120 per day)
<i>Lounge</i>	<i>Chairs, screen and projector</i>	<i>30 to 50 persons</i>	<i>£30</i>
<i>Hall</i>	<i>Chairs, stage</i>	<i>40 to 80 persons</i>	<i>£40</i>

The time slots for room rental are 3 hours:

Morning (~9 to 12)

Afternoon (~ 1 to 4)

Evening (~ 6 to 9)

Time slots & rates can be flexible to fit requirements. Prices can be negotiated for charity or non-profit organisations or other circumstances. Please enquire with the Church Office.

All upstairs rooms have access to a shared kitchenette with tea/coffee making facilities which are provided at no extra charge. Downstairs rooms have access to a shared kitchen, also for tea and coffee making and basic food preparation (electric hob, microwave).