# St James’ Church Centre

**Tel: 0121 308 0869**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Smith Hall | 16m x 10m | Dancing 150 | Seated 200 | £34.50 per hour |
| Langley Hall | 10m x 10m | Dancing 50 | Seated 80 | £23.00 per hour |
| Roughley Suite | 5m x 4m |  | Seated 16 | £20.00 per hour |
| Foyer | £15.37 per hour |  | Kitchen | £30 Single payment |

##### Please read our letting conditions on the reverse of this form and the Terms and Conditions issued with this form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | | |
| Address |  | | | | |
| Telephone |  | Mobile | |  | |
| Type of function |  | | Date required | |  |
|  | From | To | Total hours (incl setting up and clearing away | | Total cost |
| Smith Hall |  |  |  | |  |
| Langley Hall |  |  |  | |  |
| Roughley Suite |  |  |  | |  |
| Foyer |  |  |  | |  |
| Kitchen |  |  |  | |  |
|  | Grand total | | | | 130.00 |

* A further deposit of £150 is required. (separate cheque please)
* Cancellation of your booking must be made in writing no later than one week before the date of your booking; failure to do so will result in the loss of your deposit.
* Please make cheques payable to: **St James’ Church Centre.**
* I/We have read the lettings conditions overleaf and the terms and Conditions and agree to abide by them.

Signed ------------------------------------------------ Date -----------------------------------------------

**Please return this form with full payment and separate cheque as deposit to:**

In the case of an emergency, when you are attending the Centre, please call

0781 7434389

Please return this form to:

St James’ Church Centre

65, Mere Green Road

Sutton Coldfield

B75 5BW

**St James’ Church Centre, Mere Green Rd, Sutton Coldfield, B75 5BW**

**If you should experience any problems whilst attending the Centre, please call:**

**07896002368**