**QE PARK CENTRE BOOKING CHARGES**

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| **Community/Charity** | **Regular Bookings** | | **One-off Bookings** | | **Friday/Saturday evening** |
| Main Hall | £17.80/hour | | £25/hour | | £177 (6pm-midnight) |
| Large Meeting room | £12/hour | | £12/hour | | £12/hour |
| Smaller Meeting rooms | £9/hour | | £9/hour | | £9/hour |
| Ground Floor room  (**not available for social events**) | £15.60/hour | | £15.60/hour | | / |
| **Centre not available for hire on Sunday mornings** | | | | | |
| **Other charges (per event)** |  | | | | |
| Stereo sound system (main hall only): ***£6.25 per one-off event*** (+ Disco lights: ***£12.50 per event***) | | | | Large TV monitor: ***£5 per event*** | |
| Toddler toys: ***£11 per event*** | | Bouncy castle (up to 8yrs/1.5m tall only):  ***£95 per event*** (Weekends, Main hall only) | | | |

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| **Commercial** |  |
| Main Hall | £35.50/hour |
| Large Meeting room | £17.80/hour |
| Small meeting rooms | £12/hour |
| Ground Floor room | £24.50/hour |

* Room Sizes:- Main hall: 135m2 (Fire safety limit of 110 people);

Large meeting room: 68m2; Smaller meeting rooms: 22.5m2; Ground floor room: 90m2

* **Room Charges are pro rata and are to include any time needed for setting up and clearing away.**
* Booking deposit: £100. Fees of less than £100 are due at time of booking.
* A separate returnable ‘damages deposit’ may be requested: £50 cash or cheque – only to be cashed in the case of damage/breakage or if additional cleaning is required after the event.
* Cancellation: full charge for less than 7 days’ notice; 50% charge for less than 21 days’ notice.

**Contact for enquiries**:- Rheanne Mole on 01483 235185 or [admin@qeparkbaptist.org.uk](mailto:admin@qeparkbaptist.org.uk) Sept 2025