

### Room Bookings Application Form

To ensure that your event is successful, we actively encourage a site visit to plan your day

Booking Agent: ..... Event Organiser: .....

Organisation: ..... Name of Event: .....

Preferred Method of Invoicing: Post  Email  Tel No: .....

Invoice Address: ..... Email: .....

Postcode: ..... Tel No: .....

Email: .....

Type of organisation: †

Date of Event/Training:

Time of Event/Training:

Duration: Weekly  Fortnightly  Monthly  Other:

Number of Attendees (must be confirmed 5 working days in advance):

**ROOM(s) requested (please highlight)**

- |   |   |
|---|---|
| <input type="checkbox"/> Bede Room                    | <input type="checkbox"/> Walter Best Hall |
| <input type="checkbox"/> † Aiden Room                 | <input type="checkbox"/> † Kitchen        |
| <input type="checkbox"/> † Cuthbert Room              | <input type="checkbox"/> † Church         |
| <input type="checkbox"/> † Wesley Lounge              | <input type="checkbox"/> † Upper Room     |
| <input type="checkbox"/> † Cuthbert & Wesley combined | <input type="checkbox"/> † Kitchen Annex  |

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email: [info@cornerstonescentre.co.uk](mailto:info@cornerstonescentre.co.uk)



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through the Big Lottery Fund



**ROOM LAYOUT PREFERENCE:**

**Additional Requirements:**

**Buffet: (See Terms & Conditions)**

**Option 1**  (£4.35 per person) **Option 2**  (£5.25 per person) **Option 3**  (£5.45 per person)

**Number of Attendees:**

**Refreshments:**

**Tea/Coffee: 60p per cup per person - No. of attendees:**

**Served**  **Self Service**  (please state times)

**Boiler: £6.00 (cups, spoons provided - bring your own tea/coffee/sugar/milk) 10p per disposable cup**

**Equipment: Charged at £10 per day or £5 per day for projector/screen**

**Laptop**

**Projector**

**Screen**

**Please note that if your requirements change from what has been indicated, the Office must be informed at least 24 hours prior to your booking, or the charge will still stand.**

**PLEASE NOT: ROOMS CAN BE SUBJECT TO CHANGE.**

**Please supply a copy of Public Liability Insurance and where music will be utilised must be covered by your own current Public Performance Licence to comply with statutory legal requirements.**

**Please sign below to confirm the above details and agreement to accept our terms and conditions.**

Signed: ..... Date:.....

Total Cost .....(For official use only)

**Please return this form by post or e-mail**

**Cornerstones, Chester-le-Street Methodist Church, North Burns, Chester-le-Street, DH3 3TF,  
Email : [info@cornerstonescentre.co.uk](mailto:info@cornerstonescentre.co.uk) Tel: 0191 388 1313.Booking forms and Terms and Conditions can be  
downloaded from our website: [www.cornerstonescentre.co.uk](http://www.cornerstonescentre.co.uk) Version October 2016**

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