



Chelmsford Cathedral
Chapter House & Cathedral Centre Booking Form

Thank you for your request to book rooms at the Cathedral's Chapter House or Cathedral Centre.

Please return this form to: **Chapter House and Cathedral Events Manager**, Cathedral Office, New Street, Chelmsford, Essex, CM1 1TY or by email to: Bookings@chelmsfordcathedral.org.uk or by fax to **01245 294499**

If you have any queries please call 01245 294480, Monday Tuesday and Thursday 8.30 ~ 4.30pm Friday 8.30 ~ 2pm or email at the above address.

If your query is urgent please call Clare Broome on 294498 or Marion Palmer 294492

Below is a list of charges for use of the Chapter House and Cathedral Centre facilities.
Please complete all relevant sections of the form overleaf.

CHARGES

Name of Room	Maximum Capacity (Theatre style ~ rows of chairs)	Maximum Capacity Boardroom Style	Maximum Capacity Café Style	Price per Session (One session represents a period of 4 hours) + vat
<u>CHAPTER HOUSE</u>				
St Cedd's Hall	120	36	80	£105.00
Ground Floor Kitchen	-	-	-	£50.00
Chancellor Room	35	20	-	£75.00
Johnson Room	35	20	-	£75.00
Jacob Room	10	8	-	£55.00
Upper Kitchen	-	-	-	£40.00
Chapter room	40	24		£105.00
<u>CATHEDRAL CENTRE</u>				
Library	15	-	-	£40.00 (no vat charged)
Learning Centre	36	16	-	£85.00 (no vat charged)

EXTRAS

Free Wi fi is available in all rooms.

AV equipment to include screen Powerpoint Projector, TV	£40 + vat per session
Flipchart	£10 + vat per session
Chilled water Flasks hot water	Flasks of hot water £3 each serve 15 cups

All the above charges subject to V.A.T. @ 20% except where stated.

Cancellation Charges ~ If cancellation is made 4 weeks before the booking date 25% of the fee will be payable, 3 weeks before 50% due, 2 weeks before 75% and 1 week 100% will be invoiced.

- Room layouts can be varied to meet organisers' requirements.
- The capacities shown are for seated layouts. For special standing-only events these figures may be exceeded with prior approval.
If tables are required, these numbers may be reduced.

Please complete all relevant sections of this form:

Title of Event`		Contact name if applicable	
Name and address of Organisation/Organiser:		Invoice to be sent to:	
Telephone:		Name:	
E-mail:		Telephone:	

Please specify below the dates, times and rooms you wish to book.

Room	Room capacity	Date(s)	Number attending	Time of arrival* [for setting-up]	Time of meeting* Start Finish
CHAPTER HOUSE					
St Cedd's Hall 80 max around tables	120				
Kitchen	-				
Chancellor Room 20 max Boardroom	35				
Johnson Room 20 max Boardroom	35				
Jacob Room 8 max Boardroom	10				
Upper Kitchen					
Chapter room	40				
CATHEDRAL CENTRE					
Library	15				
Learning Centre 16 max boardroom	36				

Please enter number required and location [if booking more than one room at a time]:
 Free Wi fi is available in all rooms. Round tables can be used seating 8 at an additional charge of £2 each
 For evening bookings, see note in Conditions of Booking

AV equipment		Flip chart	
Microphone			

Sandwich lunch £5.50 per head + vat	Coffee <input type="checkbox"/> Tea <input type="checkbox"/> Juice <input type="checkbox"/> Biscuits <input type="checkbox"/> Water <input type="checkbox"/> _____ times during booking Fairly Traded products used where possible Flasks of Hot water (£3 per filled flask)
Sandwich + fresh fruit £6.50 per head + vat	Sandwich fruit crisps and juice £7.50 per head + vat

N.B. All electrical equipment brought into the Chapter House MUST be PAT tested.

NB ***These details are required 7 days prior to booking please***
Chair / table layout required. Please draw a diagram if necessary.

I have read and accept the terms outlined in the Chelmsford Cathedral and Chapter House Booking Regulations.

Signed..... Date..... Updated 1.3.17