



Cathedral Office, New Street, Chelmsford, Essex, CM1 1TY [bookings@chelmsfordcathedral.org.uk](mailto:bookings@chelmsfordcathedral.org.uk)  
01245 294480

### Booking Form

Thank you for your interest in booking the rooms and facilities available at the Chapter House or Cathedral Centre.

### Event Details

Title of Event: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Contact Name & Address: \_\_\_\_\_

\_\_\_\_\_

Tel/Mob: \_\_\_\_\_

Email: \_\_\_\_\_

### Invoice Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Tel/Mob: \_\_\_\_\_

Email: \_\_\_\_\_

### Booking Details

Date of room hire: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Set up prior to arrival required?  Yes  No

Further details as necessary \_\_\_\_\_

### Equipment Required *Complimentary WiFi is available in all rooms*

Type	Cost per half day (4 hours) <i>excluding VAT</i>	Please tick	Required amount
AV equipment: includes screen, projector, TV & microphone  (N.B microphones only available in St Cedd's Hall)	£40 - half day		
	£80 - full day (8 hours)		
Flipchart & pens	£10 + VAT half day		
	£20 +VAT full day (8 hours)		
Round tables & table cloths (St Cedd's Hall only)	£5 per table		

**Rooms Required** A lift is available between the ground and first floors. No lift access to the Chapter Room. Air conditioning is not available. All rooms have large windows and natural daylight.

Chapter House Cathedral Walk, Chelmsford, CM1 1TX	Cost per half day (4 hours) <i>excluding VAT</i>	Cost per full day (8 hours) <i>excluding VAT</i>	Maximum capacity	Max capacity boardroom style	Chair/table layout required	Number of attendees	Please tick for room(s) required
St Cedd's Hall	£105	£210	120 (80 café style)	36			
Ground Floor Kitchen	£50	£100	-	-			
Chancellor Room	£75	£150	35	20			
Johnson Room	£75	£150	35	20			
Jacob Room	£55	£110	10	8			
Chapter Room	£105	£210	40	24			
Upper Kitchen	£40	£80	-	-			

Cathedral Centre New Street, Chelmsford, CM1 1TY	Cost per half day (4 hours) <i>no VAT charged</i>	Cost per full day (8 hours) <i>VAT exempt</i>	Maximum capacity	Max capacity with tables boardroom style	Chair/table layout required	Number of attendees	Please tick for room(s) required
Learning Centre	£105	£210	36	16			
Library	£85	£170	-	15			

<b>Catering</b> <i>Drinks are £0.80 per portion excluding VAT</i>	Required amount	Servings per booking (how many times required during booking?)
Please tick all required <input type="checkbox"/> Tea <input type="checkbox"/> Coffee <input type="checkbox"/> Juice		
Any of the above drinks with biscuits <i>£1.20 per portion</i> <input type="checkbox"/>		
Flasks of hot water ( <i>15 cup servings per flask</i> ) <i>£3 per flask</i> <input type="checkbox"/>		
Chilled water <i>free of charge</i> <input type="checkbox"/>		

<b>Catered Lunch</b>	<i>Cost per person excluding VAT</i>	Please tick	Number of attendees requiring lunch	Any dietary requirements
Sandwich lunch	£5.50			
Sandwiches & fruit	£6.50			
Sandwiches, fruit, crisps & juice	£7.50			

Please note that there are no parking facilities available during your booking please use the nearby public pay and display car parks.

I have read and accept the terms and conditions as outlined in the Chelmsford Cathedral and Chapter House Event Organiser's Information document.

Signed \_\_\_\_\_

Date \_\_\_\_\_