

FACILITIES:

The George Oliver Room
(14.5m x 6.2m/47ft x 20ft)

A large general-purpose room able to accommodate up to 100 people theatre style or for use with 10 collapsible tables.



St Boniface Room
(7m x 3.7m/23ft x 12ft
plus 3m x 2.5m/10ft x 8ft)

An L-shaped room with 6 collapsible tables and 25 chairs for informal use or 12-14 people can be seated around the tables.



St Mary Room
(4.9m x 3.4m/16ft x 11ft)

A small comfortable room with 6 easy chairs suitable for counselling activities or as a breakout room.



SESSION TIMES:

| | | |
|---------|---|---------------|
| SESSION | 1 | 9.00 - 13.00 |
| SESSION | 2 | 14.00 - 18.00 |
| SESSION | 3 | 19.00 - 23.00 |

TARIFF:

| Hire Tariff Table | George Oliver Room | St Boniface Room | St Mary Room |
|-------------------|--------------------|------------------|--------------|
| User Group | Per session | Per session | Per session |
| Church/Parish | £40.00 | £30.00 | £25.00 |
| Other Org | £100.00 | £70.00 | £40.00 |

Please note that Church/Parish user groups who are not keyholders and who require use of the Caretaker will incur an additional £25.00 charge to cover this cost.

OTHER FACILITIES AVAILABLE:

Screens, Flip chart stands/Whiteboards plus pens (but not paper), display boards. CD Player, extension leads and cable cover mats.

Wall-mounted track with Whiteboard in St Boniface Room, Specialist projector wall in George Oliver room.

Plus car-parking and full Kitchen Facilities.

Please provide your own tea, coffee, sugar, milk etc.

HOW TO FIND US:

We are situated approximately half a mile from the City Centre, behind County Hall and next to Mount St Mary Convent. We are also on the H bus route from the University via St David's and Central train stations, City Centre, and the RDE Hospital to Broadfields/Tesco's. (See streetmap.co.uk or www.multimap.com EX2 4PF)

BOOKING CONDITIONS:

Please complete and return the separate booking form to:

The Presbytery, 25 South Street, EXETER, EX1 1EB.

) The return of a signed booking form will constitute a licence between the Plymouth Catholic Diocesan Trustees, who are registered as a charity, and your organisation.

) NB: Your signature on the booking form binds you to these conditions.

- All physical access, security and fire security arrangements must comply with the advice you receive from the Centre Co-ordinator and caretaker.
- All hire must have a nominated individual who shall be accountable for fulfilment of the conditions of hire.
- Because of fire safety regulations you are asked to keep an accurate number and list of all the people attending your session.
- The hirer shall be responsible for all electrical equipment hired from the Centre.
- All peoples vacating the facility must ensure that they leave the areas used as they were found, and that if found to be below the required standard, we reserve the right to levy any additional charges + 15% required to restore the facility to its original standard.
- All payment must be in advance.
- The hirer should indicate on their booking form which payment option they prefer: ie, A 50% deposit or full payment. (However, please note that full payment is required for all bookings less than 2 weeks prior to use.)
- The hirer will then be invoiced for the 50% deposit or for the full amount.
- The 50% deposit is non-refundable in the event of any cancellation and 100% will be payable if the booking is cancelled with less than 2 weeks' notice.
- The Licensees must list any furniture or equipment they wish to bring into the Centre and may not leave it in the Premises except during periods when this is authorised. All electrical items must be PAT tested, including equipment brought in by a third party.
- The caretaker will arrive 10 minutes before the stated entry time. If a group does not arrive within 30 minutes of their stated entry time the caretaker will leave and the booking will be cancelled. The Management Committee reserves the right to levy a surcharge of 10% of the room hire for that day to cover the caretaker's costs.
- Please note the insurance terms and conditions set out on the back of the booking form.
- Please do not leave the Centre unattended at any time. Any loss or damage incurred during unattended time will be the responsibility of the hirer.
- Please park only in marked bays allowing access for emergency vehicles.
- Parish groups **must not** charge admission to any of their events, but they can hold a collection, which must be **voluntary**, to cover their costs.
- The total numbers of people using the Centre should not exceed 200 people at any one time.
- Events open to the general public, or selling tickets for entry must apply to Exeter City Council for an Events Licence. (This is the hirer's responsibility.)
- Hirer's must apply to Exeter City Council for a Liquor Licence if alcohol is to be sold.

- All hire is at the discretion of the committee. Any changes to this policy can only be made with reference to the committee.

SACRED HEART PARISH PASTORAL CENTRE



CARDINAL NEWMAN HOUSE
WONFORD ROAD
EXETER
DEVON
EX2 4PF

Parish Priest : Fr Kieran Kirby

Correspondence to:

The Presbytery, 25 South Street, EXETER, EX1 1EB

Tel: 01392 272815

Email: sacredheart.exeter@virgin.net

The Sacred Heart is part of Plymouth RC Diocese, a registered charity.