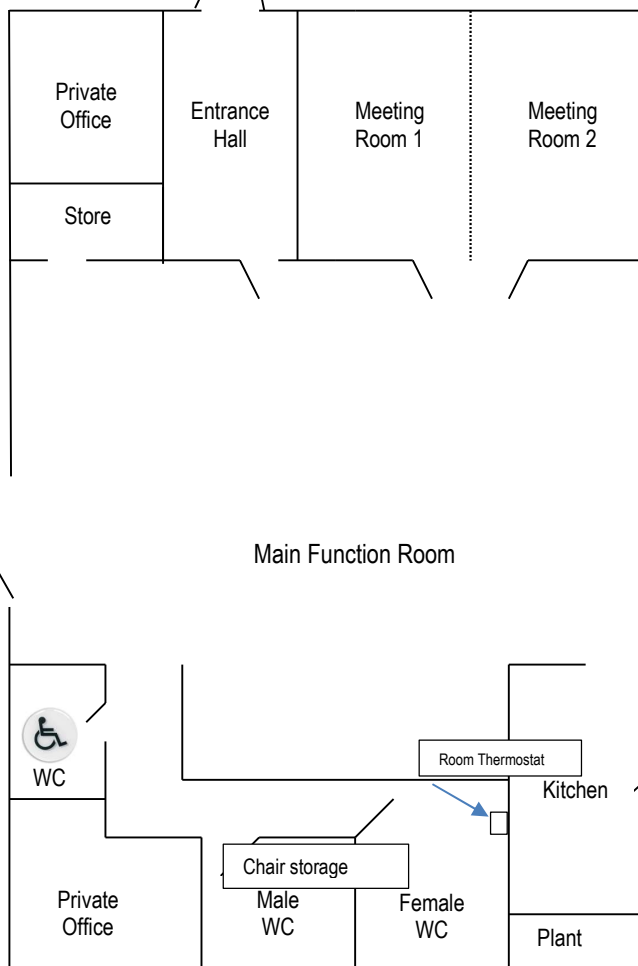


Plan of Parish Centre

NB/. This drawing is not to scale.
It is for guidance only.



Church of St Mary and St Joseph

Booking Charges

Parish Centre

Monday to Sunday
9:00am to 6:00pm £24 per hour

6:00pm to 10.30pm £36 per hour

St Joseph's Hall

Monday to Sunday £16 per hour

Deposit Charges

Monday to Sunday £50 by cheque

Deposit cheques will not be banked before the event and will be returned if all the terms and conditions have been met. The deposit cheque will be cashed and retained if any damage or breakages to any part of the premises has occurred or if any aspect of the Hire Agreement is breached.

Please note:

- These are the normal rates applicable to the hire of the Hall and its facilities. Special rates may be negotiated for a regular activity, charity or business booking.
- The Management stipulates a minimum of a 2-hour let for The Parish Centre
- All functions using the Parish Centre require a refundable deposit payable in advance. Deposits must accompany the application. This will be returned if the application is not accepted.
- If the application is granted, the hire charge must be paid in full no less than 28 days in advance of the function date.
- The deposit (where applicable) will be refunded provided there is no retention under Condition 8 of the Hire Agreement.

Cancellation Charges

Cancellation fees will be charged as follows:

- 9.1.1 Cancellation within 28 days of the hire date – 25% deposit
- 9.1.2 Cancellation within 14 days of the hire date – 50% deposit
- 9.1.3 Cancellation less than 48 hours before the hire date will forfeit the whole deposit.

Contacts

For Enquiries or Bookings please contact:

07533 965372 or

email: hemelwesthallbookings@rcdow.org.uk

Introduction

The St Mary & St Joseph Church Parish Centre was opened in March 2003. The Centre is a modern, well designed and highly equipped facility and is centrally located within Boxmoor, Hemel Hempstead, thus providing an excellent facility not just for the people of the Parish of St Mary & St Joseph, but for the wider community as well.

The Parish Centre caters for all types of events, both large and small for up to 100 people with tables (up to 10 persons per circular table (provided), 120 seated conference style or 150 standing.

- **Family Parties and Celebrations**
- **Children's Parties**
- **Business Meetings, Seminars and Lunches**
- **Club and Charity Meetings and Events**
- **Playgroup and Pre-School Clubs**

The Parish Centre is available for booking by both individuals and groups/businesses and can be used on a one-off or regular basis.

Facilities

The Parish Centre is of modern design and has been built using the highest quality materials. It provides a facility that combines a spacious environment with high specification facilities to complement it.



The Centre has a Fire Brigade approved alarm system & designated fire exits. It also meets existing Health & Safety standards.

The Centre boasts one main function room, which can be adapted for most uses. The hard-wood flooring and pitched timber boarded ceiling, with Velux roof lights, provide maximum impact and light for the space available. In addition the Centre has two small meeting rooms which can be used in conjunction with the main facility. These meeting rooms can be used either

individually or as one single room and are ideal for small group meetings, or as an additional space for a larger function.

Room Capacities

The range of layout options within the Centre ensures maximum flexibility. A large range of furniture is available to ensure that any event – dinner, conference, meeting or party - can be catered for. There are outstanding electrical features including multiple power point and excellent high and low level lighting to cater for any entertainment or audio visual facilities that may be required.

The Centre has been designed to accommodate disabled persons and there are appropriate access points and a dedicated disabled toilet facility.

The dimensions of the main rooms are as follows:

- ◆ **Main Room** 11.80m x 10.40m + stage area
- ◆ **Meeting Room 1** 3.50m x 2.90m
- ◆ **Meeting Room 2** 3.50m x 3.10m
- ◆ **Kitchen** 4.90m x 3.00m

Catering

The Parish Centre has been designed to facilitate a wide range of functions. With this in mind, the Centre includes a large, well equipped, high-specification kitchen.

Facilities include a 6-ring gas hob and electric oven. For hot refreshments the kitchen has a warming cupboard and automatic water boiler. A commercial dishwasher is also available for quick and efficient cleaning. There are ample worktops for food preparation and serving. The kitchen area is totally self-contained with an electric shutter to ensure privacy when required.



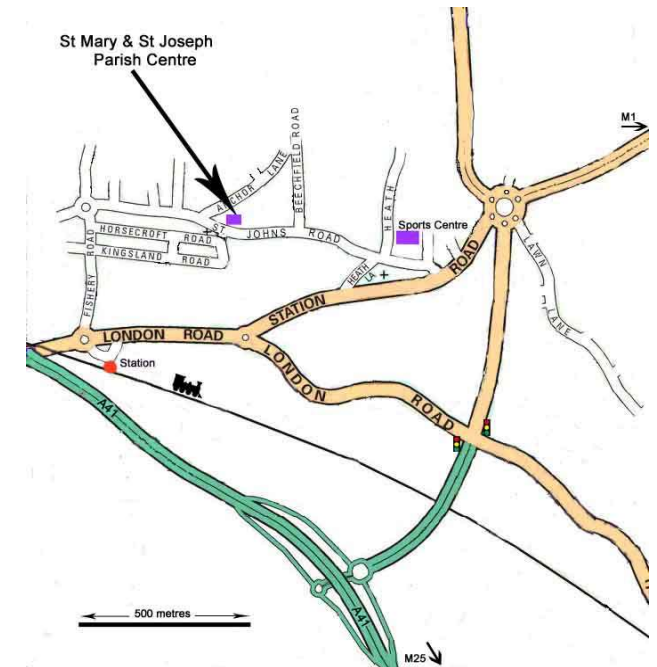
Car Parking

The Parish Centre has its own car park (rear of Centre) which will allow parking for up to 13 vehicles plus 2 designated disabled spaces.

Alternative parking can be obtained in and around the residential roads adjacent to the Centre.

How to Find Us

The St Mary and St Joseph Parish Centre is located at **186a St John's Road, Boxmoor Hemel Hempstead.**



How to Book

To make an enquiry or booking for the Parish Centre please contact the parish administrator on:

07533 965372 or

email: hemelwesthallbookings@rcdow.org.uk