

PRICES

| | per hour (1/2 hours available) | Day Rate 8.30am—5pm | Evening Rate 5pm—10pm |
|--------------------|-----------------------------------|------------------------|--------------------------|
| The Rickinson Hall | £10.50 | £60 | £40 |
| The Meeting Room | £8.50 | £50 | £30 |
| The Play Room | £6.50 | £40 | £25 |

Use of the kitchen is currently free of charge.

- Please be aware that you must vacate the room by the time specified if another group has hired the same room immediately after your booking.
- The above rates are reduced only for charitable groups at the discretion of the PCC.
- The prices are correct at the time of going to print. If the prices change, hirers will be given as much notice as is possible.
- Please make all cheques payable to 'St Laurence's PCC'.

N.B. Please note that the church uses the building on Sunday mornings and that regular bookings are often during term time.

MAKING A BOOKING

Please contact :
Miss Susan Haydon
Care of: St. Laurence's Community Rooms
Church Becks
SCALBY
Scarborough
North Yorkshire YO13 0SA
☎: 01723 364858



St. Laurence's Church Community Rooms Scalby



ROOM HIRE

FOR MEETINGS, SEMINARS,
CLUBS, SOCIETIES, PARTIES
AND SOCIAL EVENTS

Regular or occasional bookings taken

ALL ARE WELCOME

ROOMS AVAILABLE FOR HIRE

THE RICKINSON HALL (max. capacity 80)

This hall has a varnished wooden floor with a 'minstrels' gallery. A piano is available for use.

THE STEPHENSON ROOM (max. capacity 40)

This room is carpeted and ideal for smaller groups.

PLAY ROOM (approx. capacity 10 –12)

Ideal for young children. It has a laminated floor. Toys are available.

FACILITIES

- On-site parking for approximately 20 cars in an enclosed tarmac-surfaced yard, including 2 disabled parking bays.
- Toilets, including facilities for disabled people.
- Baby changing equipment and toys.
- Kitchen with kettles, fridge, 2 cookers, microwave, crockery and cutlery for 50-80 people.
- Professional catering is welcome.
- Chairs, large & small tables.
- Projector screens.

WE UNDERTAKE TO PROVIDE ROOMS WHICH ARE
CLEAN, TIDY AND WARM.

WE REQUEST THAT:

- you treat the premises with respect, wipe clean the tables before putting away with the chairs and any other items used;
- you remove any litter. There are waste bins and blue recycle bins in the yard through the kitchen door;
- you vacate the premises on time;
- no posters, balloons, etc are attached to the walls. Use the notice boards to pin things up;
- you do not smoke or sell alcohol;
- you report any breakages to the Parish Administrator by leaving a note or phone 01723 364858 to leave a message;
- you take responsibility for seeking permission to perform works under copyright.
- you pay particular attention to the conditions on the booking form.
- you inform the Parish Administrator of any personal accidents/injuries and fill in an accident form kept in the kitchen near the First Aid box.

Hiring of the Rooms is at the discretion of the Church Council which DOES NOT accept responsibility either for any personal injury or for the loss of or damage to any personal article within the premises including the yard.

Please note that for safety reasons the PCC has taken the decision to remove all sharp kitchen knives. If you require a sharp knife for preparing food or cutting cakes/bread, please bring your own. Cutlery for eating purposes, crockery and pans are still available.

FIRE SAFETY REGULATIONS

From 2005, all premises need to be up to fire safety regulations. St. Laurence's PCC has been advised by the Fire Service that these premises and the church are up to standard. However, when you make your booking you will be asked to sign a document saying that you have read and understood what to do in case of an emergency.