



Cathedral Office, New Street, Chelmsford, Essex, CM1 1TY
bookings@chelmsfordcathedral.org.uk 01245 294480

Booking Form - 2023

Thank you for your interest in booking the rooms and facilities available at the Chapter House and 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 excluding VAT	Please tick	Required amount
AV equipment: includes screen, projector & microphones (N.B Microphones only available in St Cedd's Hall)	£40.00 - half day (4 hours)		
	£80.00 - full day (8 hours)		
Flipchart & pens	£10.00 - half day		
	£20.00 - full day		
Round tables & tablecloths (St Cedd's Hall only)	£7.00 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.

Please note the use of blu tack or other adhesives is not permitted on our walls.

Chapter House Cathedral Walk, Chelmsford, CM1 1TX	Cost per half day (4 hours) <i>incl. VAT</i>	Cost per full day (8 hours) <i>incl. VAT</i>	Maximum capacity	Max capacity boardroom style	Please tick for room(s) required	Chair & table layout required	Number of attendees
St Cedd's Hall	£150	£270	120 (80 café style)	36			
Ground Floor Kitchen	£63	£120	-	-			
Chancellor Room	£114	£204	35	20			
Johnson Room	£114	£204	35	20			
Chapter Room	£138	£252	40	24			

Cathedral Centre New Street, Chelmsford, CM1 1TY	Cost per half day (4 hours) <i>No VAT</i>	Cost per full day (8 hours) <i>No VAT</i>	Maximum capacity	Max capacity boardroom style	Please tick for room(s) required	Chair & table layout required	Number of attendees
Learning Centre	£125	£225	36	16			
Library	£85	£170	15	15			

Refreshments <i>excluding VAT</i> <i>VAT will be added when served in the Chapter House</i>	Required number per serving	Servings per booking <i>(how many times required during booking)</i>
Please tick all required <input type="checkbox"/> Tea <input type="checkbox"/> Coffee <input type="checkbox"/> Fruit Tea @ £1.00 per portion		
Any of the above drinks with biscuits @ £1.50 per portion		
Flasks of hot water <i>(8 mug servings per flask, includes use of mugs)</i> @ £3.60 per flask <i>(For you to provide your own tea, coffee, milk etc.)</i>		
Chilled water <i>free of charge</i>		

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

Please state time when lunch delivery is needed:

Please note 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 Chapter House and Cathedral Centre Terms and Conditions of Hire.

Signed _____

Date _____