



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

**Booking Form - Autumn 2024**

**Event Details**

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

Nature of Event: \_\_\_\_\_

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

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

Contact Name & Position: \_\_\_\_\_

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

**Invoice Details (if different to above)**

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

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

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

**Booking Details**

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

Access from: \_\_\_\_\_ Access until: \_\_\_\_\_

CHAPTER HOUSE	Cost per half day (4 hours) excl. VAT	Cost per full day (8 hours) excl. VAT	Maximum capacity seated theatre style	Max capacity boardroom style	Max capacity standing	Chair and table layout required, e.g. café style, u-shape, boardroom, theatre, etc.	Number attending
St Cedd's Hall	£200.00	£400.00	80-120	36			
Chancellor Room	£109.25	£195.50	35	20			
Johnson Room	£109.25	£195.50	35	20			
*Chapter Room	£132.25	£241.50	40	24			

CATHEDRAL CENTRE <i>No VAT applicable</i>							
Learning Centre	£143.75	£258.75	36	20			

*\*This is our premier space, but it does not, unfortunately, have lift access.*

**Please kindly note that our mandatory fire alarm testing takes place every Monday morning at 10.30. We apologise in advance for any inconvenience this may cause.**

Equipment	Cost excl. VAT	AV only	AV plus microphones St Cedd's Hall only
AV equipment: includes screen, projector and microphones. <i>Please tick as applicable</i>	£46.00 - half day (4 hours)		
	£90.00 - full day (8 hours)		

	Cost per unit excl. VAT	Please state number required
Flipchart and pens	£11.50 - half day (4 hours)	
	£23.00 - full day (8 hours)	
Round tables with white tablecloths - <i>St Cedd's Hall only - max. 8 tables</i>	£8.50 per table <i>8 people per table</i>	

Refreshments <i>(all costs excl. VAT, where applicable)</i>	Price	Number of servings	Time(s) of servings	Number of people
Unlimited tea, per person	£4.00			
Unlimited coffee, per person	£6.00			
Biscuits, per packet	£1.25			
Organic Elderflower Cordial, per jug	£3.50			
Still or Sparking Bottled water 750 ml, per bottle	£4.00			
Selection of soft drink cans - 330 ml, per can	£1.50			

Delegate Cold Lunch	Cost per person <i>excluding VAT</i>	Number of people	Any dietary requirements or allergies
Consisting of a selection of sandwiches, fresh fruit & crisps	£9.00		
<b>Please state time lunch is required:</b>			

Do you or your organisation have Public Liability Insurance?  
*If yes, you may be asked to provide details.*

Yes  No

Does your event involve children or vulnerable adults who are not accompanied for the full duration of your access required? *If yes, please provide a copy of your safeguarding policy and confirmation that staff are appropriately trained.*

Yes  No

**Please note:**

*Complimentary Wi-Fi is available in all rooms.*

*A lift is available between the ground and first floor of Chapter House. There are stairs only between the first and second floor.*

*All rooms have large opening windows and natural daylight.*

*The use of blue or white tack or other adhesives is not permitted on the walls of the rooms.*

*There are no parking facilities available. The nearest public parking is located at Waterloo Lane, Chelmsford, CM1 1BN*

**I have read and accept the Chapter House and Cathedral Learning Centre Terms and Conditions of Hire attached.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

We would like to keep you informed of our upcoming events, announcements, special offers etc., If you would prefer not to be contacted in this regard, please kindly tick here:

Please kindly contact our Communications and Marketing Manager, Claire Snewin, with any questions or queries you may have regarding future Cathedral events at [claire.snewin@chelmsfordcathedral.org.uk](mailto:claire.snewin@chelmsfordcathedral.org.uk)