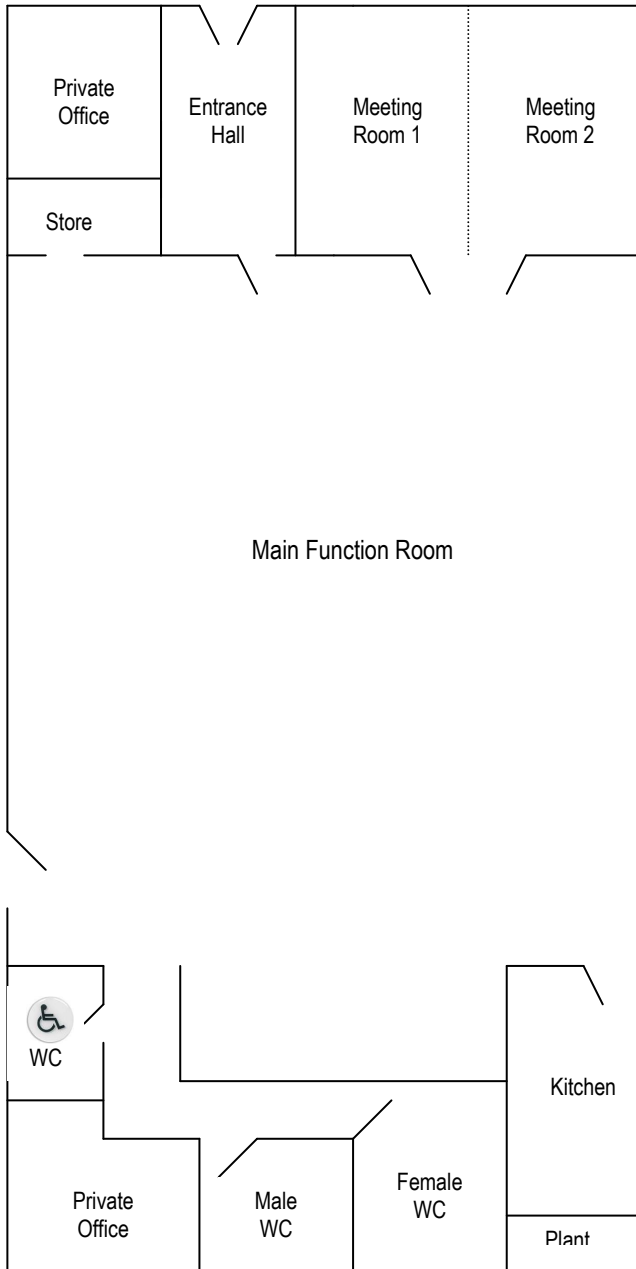


## Plan of Parish Centre

(Note this drawing is not to scale. It is for guidance only).



## Church of St Mary and St Joseph Booking Charges from January 2010

### Parish Centre

#### Monday to Thursday

09:00am to 06:00pm £17.00 per hour  
06:00pm to 11.30pm £28.00 per hour

#### Friday to Sunday

09:00am to 05:00pm £17.00 per hour  
05:00pm to 11.30pm £28.00 per hour

### Deposit Charges

Monday to Sunday £50.00 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 aspects of the terms and conditions have been breached.**

### St Joseph's Hall

Monday to Sunday £11.00 per hour  
No deposit required.

#### 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 group 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 14-days in advance of the function date.
- The deposit (where applicable) will be refunded provided there is no retention under condition 25 of the Terms and Conditions.

#### Cancellation Charges

- When 7 or more clear days are provided by the Hirer the deposit will be retained.
- When less than 7 clear days are provided by the Hirer the full amount due for the original booking will be charged. Any deposit however will be returned.

#### Contacts

For Enquiries or Bookings Contact: **07533 965372**

## Church of St Mary & St Joseph Parish Centre

**186a St Johns Road,  
Boxmoor,  
Hemel Hempstead**



## Centre Facilities & Booking Information

## 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 St Mary & St Joseph Parish Centre caters for all types of events, both large and small for up to **120 people**.

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

The Parish Centre is available for booking by both individuals or 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 boasts one main function room, which can be adapted for most uses. The hard-wood flooring and pitched timber boarded ceiling, with Velux rooflights, 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 11.8m x 10.4m plus stage area
- ◆ Meeting Room 1 3.5m x 2.9m
- ◆ Meeting Room 2 3.5m x 3.1m
- ◆ Kitchen 4.9m x 3.0m

## Catering

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



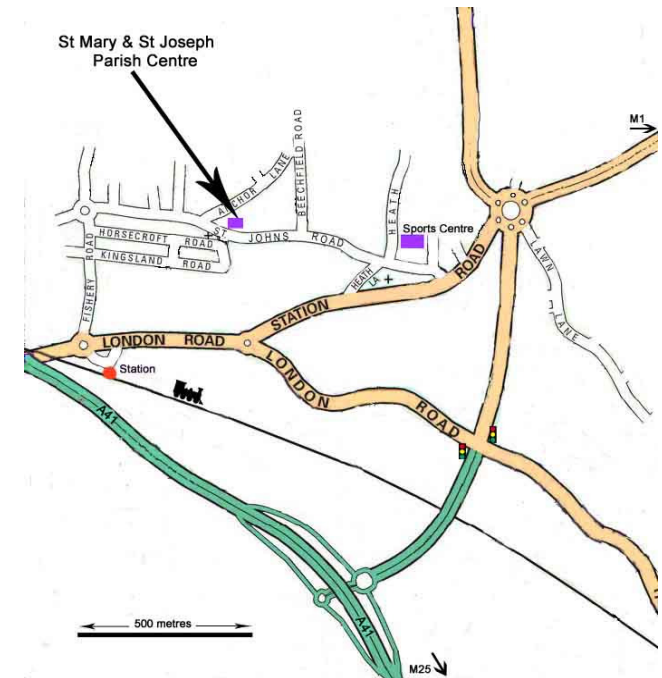
Facilities include a 6-ring gas hob and commercial gas oven. For hot refreshments the kitchen has a warming cupboard and large water urn. A commercial dishwasher is also available for quick and efficient cleaning. There are large areas for food preparation and serving. The kitchen area is totally self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

## Car Parking

The Parish Centre has its own car park which will allow parking for up to 20 vehicles. 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 contact the bookings manager on:

**07533 965372 or [hallbookings@boxmoorcatholic.org](mailto:hallbookings@boxmoorcatholic.org)**

Further details about the Parish Centre or about St Mary & St Joseph Church can be found at **[www.boxmoorcatholic.org](http://www.boxmoorcatholic.org)**