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**MKCONFERENCE**

Funeral  
&  
Celebration of Life  
Ceremonies  
Information Pack

Milton Keynes Christian Centre

MKCC | Strudwick Drive | Oldbrook | Milton Keynes | MK6 2TG  
T: 01908553063 E: [conferencing@mkcc.org.uk](mailto:conferencing@mkcc.org.uk)

## Information for Funeral Applicants

### What to do next...

#### 1. APPLICATION

Complete the enclosed Funeral application form at the end of this information pack and return it to Milton Keynes Christian Centre Conferencing Department.

#### 2. CONFIRM DATE

After receiving your application, we will check the date requested is available and contact you to confirm availability.

#### 3. MEETING

We will then arrange a meeting with conferencing department and if appropriate an officiating minister to discuss final arrangements.

#### 4. CONFIRMATION

Once we have confirmed the date and the requirements, we will draw up a Venue Agreement. This Agreement will confirm the pricing, funeral arrangements and Terms and Conditions of hire. Once this Venue Agreement is signed your booking will be confirmed in the diary.

## Music

Milton Keynes Christian Centre does not provide musicians and singers.

Milton Keynes Christian Centre will allow external bands to perform, but an MKCC sound engineer will need to be booked in conjunction with this request. All technical requirements must be provided **by at least 14 days prior** to the funeral. Please see the fee page for further details.

Music is required for the Entry and exit. CD is acceptable but MP3 is preferable. All music must be provided **by at least 7 days** to the funeral and a MKCC sound engineer will need to be booked in conjunction with this request. Please see the fee page for further details.

Musical items during the funeral service are a possibility

## Media

Video projection onto the big screens is available on request for the projection of DVD's, PowerPoint presentations and song words. An MKCC Media Technician will need to be booked in conjunction with this request. All media items must be provided **by at least 7 days prior** to the funeral. Please see the fee page for further details.

Presentations- We recommend that all Presentation Slides & Images to set at be 16:9 or 30cm x 18.75cm resolution.

Movie/Video Formats- MP4 or MOV format are acceptable. 1280x720 format or larger at 25fps

## Public Address System

MKCC sound engineer will be required to operate and set up the system. Please see the fee page for further details.

## Stewards/Ushers

It is your responsibility to appoint stewards/ushers for the day of the funeral to welcome your guests, giving them an order of service and showing them to their seats. Please ensure stewards/ushers arrive at least 30 mins before the service to become familiar with the facilities and to understand their role.

## Involvement of nominated family member(s) or friend(s) in the service

Readings / Prayers / Poem / Creative Arts Performance / Video presentation / a song etc. are all possible during the service.

PA requirements and stage layout will need to be discussed and agreed **by at least 7 days before** the funeral.

## Photography and Video

- Please note that if you are videoing your funeral service that you will need a copyright licence for any music being recorded and used.
- In order for videoing to go ahead on the day we will need to see a copy of this licence **by at least 7 days prior** to the funeral.

- For safety reasons we cannot allow extra lighting in Auditorium

### Catering

- Any catering is to be by agreement only

### Car Parking

- There are 104 car parking spaces at Milton Keynes Christian Centre. No parking is allowed on Strudwick Drive or surrounding streets on Oldbrook.
- If your Funeral service is over 100 delegates a parking fee of £150 will apply. This will cover the cost of stewarding the car park and arranging further car parking at Milton Keynes College. Milton Keynes College is a 5 minute walk down the red way or alternatively, a shuttle bus service can be hired to transport your guests to the venue. We can give you the contact number to book this service.

### Decoration

- Seating- All seating arrangements must be discussed and agreed **by at least 14 days prior** to the funeral. MKCC will arrange the seating as agreed.
- MKCC does not decorate the venue and it is your responsibility to setup and pack down any decorations. All decorations must be discussed and agreed **at least 14 days prior** to the funeral. A 1 hour slot before and after the funeral will be allowed for decorating.

### The Venue on the day

- Milton Keynes Christian Centre will be open one hour prior to the ceremony.
- All guests are required to refrain from smoking in the premises.
- All toilets are clearly signed.

## Fees

### Venue Hire

Room Name	MKCC Member	Non MKCC Member
The Main Auditorium	£350.00	£600.00
Discovery Suite 1	£250.00	£400.00
Discovery Suite 2	£175.00	£300.00
The Ridley Suite	£175.00	£300.00
The Foyer	£175.00	£300.00

These rates include:

- 3 hour Room Hire. (Additional time may be added subject to availability and further charges)
- 2 hour slot for rehearsal.
- Opening/closing of the buildings.
- Cleaning.
- The use of the foyer as a gathering area, toilets and car park.

In addition to the above, the following charges apply (where applicable):

**Minister:** £70.00

**Car Parking Team:** £150 (funerals above 100 guests)

**Public Address System & Operator:** £75.00

**Big Screen Projection & Operator:** £75.00

**\*Late Fee:** We appreciate that it is an emotional time. However, do bear in mind that the Minister, staff and cleaners have other commitments. Therefore, any lateness beyond **30 minutes** of the stipulated start of the service will incur a **£100 fee every 30 minutes after**.

## APPLICATION FOR A FUNERAL AT MILTON KEYNES CHRISTIAN CENTRE

Personal Details	
Full Name of Deceased	
Date of Birth	
Primary contact	
Home Address	
Contact Number	
Email address	
Second Contact	
Home Address	
Contact Number	
Email address	

Ceremony Details	
Date Required	
Start Time	

Finish Time	
Expected Attendees	
Room(s) Required	