

## St Andrew's Street Baptist Church - Room hire & facilities charges for 2022

**Daytime bookings 8.30am to 5.00pm, Monday to Saturday. No Sunday availability.**

Earlier daytime starts available on request. All hire subject to availability and terms and conditions.

### **Hourly rates:**

(1). **Lower Hall** (Ground floor) (10mtr x 5mtr)

Community/not for profit £15.00 Commercial £26.00

(2). **The Lower Hall** (One side only)

Community/not for profit £10.00 Commercial £19.00

(3). **Upper Hall** (First floor) (10mtr x 15mtr)

Community/not for profit £18.50 Commercial £33.00

(4) **Café space** (ground floor)

Community/not for profit £18.50 Commercial £33.00

(4). **Vestry meeting room** (Ground floor)

Community/not for profit £10.00 Commercial £19.00

(5) **Attic** (2<sup>nd</sup> floor)

Community/not for profit £15.00 Commercial £26.00

(6) **No 40** (1<sup>st</sup> floor)

Community/not for profit £15.00 Commercial £26.00

(7). **The Church**

*The church is also available to hire for conferences, concerts or events at the discretion of the church leadership. Please contact the Church Office for availability and rates.*

### **Evening bookings: From 5.00pm to 1130pm**

Minimum hire 1 hour. Minimum charge £20.

(1) Lower Hall £20.00 or £30.00 (2) Vestry £10.00 (3) Upper Hall £25.00 or £36.00 (4) Café £25.00 or £36.00 Other rooms by request, generally with another hall/room.

For out of hours one off bookings, we will provide a church keyholder to support your event, subject to availability of staff. This service will be charged at £10 an hour in addition to the room hire rates.

### **Late night bookings**

A temporary event notice (TEN) may be required from the City Council where an event is open to the public after 11pm and it will be the responsibility of the hirer to check, arrange and pay for this. Events running after midnight Monday to Friday will be charged at time and a half per additional half hour; events running into Sunday will be charged at double time and the hirer may be required to pay for additional cleaning.

### **Additional facilities and resources available (rates per session if applicable)**

Lower Hall/vestry kitchenette/server inc crockery/glasses for selfservice refreshments £5.00

Upper Hall kitchen/servery including crockery/glasses (up to 30 people) self service £10.00

Upper Hall kitchen/servery including crockery/glasses (over 30 max 100 people) £20.00

inc dishwasher service when available

Main kitchen

£20.00-£50.00 community

(Subject to conditions, charge dependent on use)

£50.00-£100.00 commercial

**None of the following include technical assistance. If this is required, it is subject to availability and will be charged separately at £10 an hour.**

Portable Data Projector & Screen (laptop not available)	£10.00
Whiteboard/Flipchart & paper (excludes pens)	£5.00
Upper Hall Sound System Includes Audio loop for the hearing impaired	£5.00
Church AV System (depending on requirements)	£5-£20
Musical instruments ( <u>by permission only and in situ, not to move room</u> )	
Organ	£10.00
Piano	£10.00
Keyboard	£10.00
Drums	£5.00
Or All instruments	£20.00
Guest Wifi available throughout the building	Included
Tables (modern trestle style) and chairs Subject to availability depending on other bookings, please discuss in advance. Damage must be reported and will be charged to the user, which may include replacement.	Included
Photocopying available on request (Subject to office opening hours)	5p per B&W A4 copy 15p per Colour A4 copy

**Additional Charges:**

Additional resources Can be charged on a discretionary rate depending on what is used. For example, Korean Church rice cookers, portable amp, etc.

Excess rubbish: Please bring your own strong black bin bags. 3 bags of rubbish disposal are included within room hire charge. Excess rubbish will incur a charge of £30 to cover an extra bin collection.

Cleaning: The premises should be left clean and tidy. Cleaning equipment is provided. Additional cleaning required to put the rooms back in use will be charged at the additional hourly rate or can be booked in advance at Overstream Clean current rates (minimum 1 hour, currently £20 an hour on weekdays)

Extra hours: The booking time must include set up and clear up time. Early arrival or late departure will be charged at the extra hourly rate in half hour increments.

Damage: Damage to premises, furniture or equipment must be reported to the keyholder or centre manager and will be charged

Keyholding/Tech If the centre manager or you require a church keyholder or technician to support your event, this will be charged at £10 an hour per hour. The use of our equipment does not include technical assistance or special set up, nor does the hire of the equipment guarantee smooth operation or specific connection equipment.

## **General information about the facilities**

All bookings must abide by the terms and conditions included with the booking request form. All those wishing to hire are requested to book an appointment with the centre manager to view and discuss the premises before confirming any booking.

The Church and Halls have a no Smoking and no Alcohol policy.

There is a lift to the first floor and a single toilet next to the Upper Hall. The main toilet facilities are on the ground floor and a disabled accessible toilet, combined with a baby changing facility, is located in the Café area.

The Upper Hall on the first floor is a large and airy room. The wooden floor is suitable for dancing. The Hall has a curtained stage and kitchen facilities. A hearing loop is fitted to assist hearing together with an audio system for those requiring microphone or recorded music facilities. We have crockery for 100 people. There are electrical points around the room. **Due to advice from the fire service, this room is now limited to 100 occupants at any one time.**

The Lower Hall on the ground floor will seat between 25 and 40 people for a meeting, depending on set up requirements. For smaller meetings the Hall can be divided into two separate rooms though these are not sound proof. Each will seat up to 16 people boardroom style with a gap in between. There is level access to the Lower Hall and an adjoining kitchenette. Toilet facilities are adjacent to the Hall.

The Café space has tables and chairs seating 56, and access to the servery area with hot water urn for serving refreshments. There is a screen and projector and a simple sound system for playing music. It is not an enclosed space, so other building users can walk along the edge to access other spaces. It is fully accessible and includes an accessible toilet.

The Vestry is a small room suitable for one to one meetings or interviews or up to 8 people seated. No wheelchair access due to a few steps on to the corridor.

The Attic is usually used for youth group and as a classroom. It can be used for small group meetings and can fit 20 people. There is no disabled access due to a steep flight of stairs.

## **2022 Up-date – Covid and admin fee**

*Please note that all Covid restrictions must be adhered to, which may reduce the capacity of your event. We require visitors to wear a mask while moving around the building and encourage everyone to sanitise or wash their hands regularly and to ventilate the rooms by keeping windows open. This may mean the rooms are cold, so please advise guests to dress warmly.*

*Please also note that due to the pandemic our café has had to close indefinitely and we can therefore no longer provide inhouse catering. You are welcome to provide your own catering for events but for anything more than simple refreshments we will require the lead caterer to have a valid food hygiene certificate.*

*If your event has to be cancelled due to covid, there will be no cancellation charge. However, due to administrative time spent on each booking, we will trial a charge of £5-£10 depending on the type of event payable at the time of the acceptance of the booking request. This is non-refundable and is charged to first time events, whether these are one off or regular.*