

## St Andrew's Street Baptist Church - Room hire & facilities charges for 2024

**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. All bookings in half hour increments.

### **Daytime Hourly rates:**

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

Community/not for profit £15.00 Private/Commercial £26.00

(2). **The Lower Hall** (One side only, non exclusive use, walls pulled across)

Community/not for profit £10.00 Private/Commercial £20.00

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

Community/not for profit £20.00 Private/Commercial £33.00

(4) **Café space** (ground floor) (non exclusive use)

Community/not for profit £20.00 Private/Commercial £33.00

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

Community/not for profit £10.00 Private/Commercial £20.00

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

Community/not for profit £15.00 Private/Commercial £26.00

(6) 1<sup>st</sup> floor suite 1<sup>st</sup> room (discussion required before use)

Community/not for profit £20.00 Private/Commercial £30.00

(7) 1<sup>st</sup> floor suite 2<sup>nd</sup> room (small) (occasionally available)

Community/not for profit £10.00 Private/Commercial £20.00

(8) 1<sup>st</sup> floor suite both rooms or full space (occasionally available)

Community/not for profit £30.00 Private/Commercial £50.00

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

Community/not for profit £15.00 Private/Commercial £30.00

(7) No 40 (ground floor) (occasionally available)

Community/not for profit £25.00 Private/Commercial £50.00

(8) Big Office (generally evenings or weekends only)

Community/not for profit £10.00 Private/commercial £20.00

(9) Small Offices (evenings or weekends only)

Community/not for profit £10.00 Private/commercial £20.00

(10) **The Church Sanctuary**

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. Time for moving chairs, etc, must be included in set up and clear up time; if help required for this, this is at an additional charge.

### **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 (5) Attic £20.00 or £30.00 Other rooms by request, generally with another hall/room.

For out of hours one off bookings, we may provide a church keyholder to support your event, subject to availability of staff. This service will be charged at £14 an hour in addition to the room hire rates. For regular bookings, you must have someone keyholder trained by the church in order to run the event. Keyholding includes access, support with security, locking up, general support, and health and safety.

### **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 self service refreshments	£5.00
Upper Hall kitchen including crockery/glasses (up to 30 people) self service/dishwasher	£10.00
Upper Hall kitchen/servery including crockery/glasses (over 30 max 100 people) inc use of appliances and the main dishwasher service when available	£20.00

Main kitchen	£30.00-£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 £14 an hour.**

Portable Data Projector & Screen (laptop not available)	£10.00
Whiteboard/Flipchart & paper (excludes pens)	£5.00
Upper Hall Sound System (and one mic)	£5.00
Includes Audio loop for the hearing impaired	

Church AV System (depending on requirements)	£5-£20
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Musical instruments (by permission only and in situ, not to move room, must not be retuned)

Organ	£10.00
Piano	£10.00
Keyboard	£10.00
Drums	£10.00
Or All instruments	£30.00

Guest Wifi available throughout the building	Included
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Tables (modern trestle style) and chairs	Included
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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.

Photocopying available on request	5p per B&W A4 single copy
(Subject to office opening hours)	15p per Colour A4 single 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. Please do not overfill the bins; if they are full, you should take your rubbish away. Any fines from the Council due to overflowing bins or flytipping will be passed on fully and may result in no future bookings being accepted.
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 £25 an hour on weekdays) subject to availability.
Extra hours:	<u>The booking time must include set up and clear up time.</u> 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 £14 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; please plan a contingency. Such support is subject to very limited availability.

**ADMIN FEE** Due to administrative time spent on each booking, we now charge £5 or £10 depending on the type of event payable at the time of the acceptance of the booking request. For a regular series of bookings booked at one time, this will only be charged one time. This is non-refundable.

***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 which includes no smoking or drinking by the doors or in the café passageway.

There are lifts to the first floors (main building and no 40), a single toilet next to the Upper Hall and on the 1<sup>st</sup> floor in no 40. The main toilet facilities are on the ground floor and disabled accessible toilets are available by the main toilets, and on both floors of no 40. Baby change is available in the main accessible toilet on the ground floor.

The Upper Hall on the first floor is a large and airy room. There is a new sprung floor (2023). 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 and a domestic style kitchen included domestic dishwasher. **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 for evacuation purposes. There is level access to the Lower Hall and an adjoining kitchenette. We cannot guarantee that there will be no noise transfer from the 1<sup>st</sup> floor and those booking are advised to visit at their proposed event time before confirming. We cannot be held responsible for noise disruption. 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 or exclusive space, so other building users can walk through to access other spaces or indeed sit at empty tables. It is fully accessible.

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 30 people. There is no disabled access due to a steep flight of stairs. It has a basic kitchenette.

No 40 and the 1<sup>st</sup> floor suite: these rooms are available when the main projects (Youth for Christ and Central Language School) are not using them. No 40 has a ground floor accessible café style or teaching space with kitchenette and accessible toilet and a 1<sup>st</sup> floor office or teaching space, with a small separate room and accessible toilet. The 1<sup>st</sup> floor suite is set up classroom style with 2 rooms and its own single toilet. It is possible to separate into 3 spaces or to unseparated into one large space.

Office space: we have no exclusive office space for hire, but we do have 4 offices of differing size that can be used for 1:1s or small groups when not otherwise in use, usually evenings or Saturdays. Due to steps, none is wheelchair accessible. There is no additional storage space for those using these desks.

***In addition:***

**Covid or other illness** Please advise participants NOT to attend if unwell. Normal cancellation procedures apply if an event is cancelled due to the organisers' illness.

**Catering** Our cafe has closed permanently and we can therefore no longer offer 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. We may be able to help with providing tea and coffee for an additional fee and we may be able to recommend a caterer for simple events. The kitchen can be hired in discussion with the centre manager. Please note the requirements above regarding excess rubbish.

**Utility charges** Our utility charges have increased more than 5 fold since 2021 and hence some increases in charges. We reserve the right to increase charges at short notice or to levy an additional charge for utility use. If the heating is on, you will need to keep windows closed. The use of the main kitchen for cooking now has a minimum fee of £30 even for charities and community groups.. **Please keep energy use and the environment in mind at all times and conserve energy as much as possible.**