

St Andrew's Street Baptist Church - Room hire & facilities charges for 2026

Daytime bookings 9.00am 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 £16.00 Private/Commercial £30.00

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

Community/not for profit £11.00 Private/Commercial £21.00

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

Community/not for profit £25.00 Private/Commercial £36.00

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

Community/not for profit £25.00 Private/Commercial £36.00

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

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

(5) **Attic** (2nd floor) (no disabled access)

Community/not for profit £16.00 Private/Commercial £27.00

(6) 1st floor suite 1st room (discussion required before use, evenings and Saturdays only)

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

(7) 1st floor suite 2nd room (small) (occasionally available, evenings and Saturdays only)

Community/not for profit £15.00 Private/Commercial £20.00

(8) 1st floor suite both rooms or full space (occasionally available)

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

(6) No 40 (1st floor) (available evenings, Saturdays)

Community/not for profit £25.00 Private/Commercial £40.00

(7) No 40 (ground floor)

Community/not for profit £25.00 Private/Commercial £35 - £50 (depending on use)

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

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

(9) Small Office (evenings or Saturdays 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, hoovering, etc, must be included in set up and clear up time; if help required for this, this is at an additional hourly charge. Minimum charge is £40 an hour (community rate, daytime).

(11) **7 Downing Place** This is a detached building to the rear of the church. It has 6 rent-able rooms which will fit approximately 10 people depending on set up. The rooms are recently renovated and are bright, warm and quiet, ideally for meetings or small classes or for short term

office use. The rooms will shortly be available to hire on an hourly or short term non exclusive basis. The starting community rate will be £15 a hour, with reductions for full day or weekly hire. There is a small kitchenette available for making hot drinks. If interested, please contact the church office.

Evening bookings: From 5.00pm to 1130pm

Minimum hire 1 hour. Minimum charge £20. Minimum increment 30 minutes

(1) Lower Hall £20.00 or £30.00 (2) Vestry £15.00 or £25 (3) Upper Hall £30.00 or £40.00 (4) Café £30.00 or £40.00 (5) Attic £20.00 or £30.00 (7) No 40 GF £30 or £50 depending on use
Other rooms available on request.

For out of hours one off bookings, we will require a church keyholder to support your event, subject to availability of staff. This service will be charged at £15 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 makes an individual the responsible person and 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 11.30pm 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. Please be aware that the Church sanctuary is used for worship by 2 churches every Sunday and it is vitally important that re-setting and cleaning is adequate after Saturday evening bookings.

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

Small kitchens:

Lower Hall/vestry kitchenette/servery inc crockery/glasses self service refreshments	£5.00
Upper Hall kitchen including crockery/glasses (up to 30 people) including 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	£25.00

Main church kitchen	£50.00 community
(Subject to conditions, charge dependent on use)	£50.00-£100.00 commercial

None of the following include technical assistance. The charge contributes to maintenance and eventual replacement. If assistance is required, it is subject to availability and will be charged separately at £15 an hour.

Smart screen if available	£5.00
Portable Data Projector & Screen (laptop not available)	£5.00
Flipchart & paper (excludes pens)	£5.00
Whiteboard (excludes pens)	£2.50
Upper Hall Sound System (and one mic)	£5.00
Church AV System (new 2025) (depending on requirements)	£10-£50
Musical instruments (<u>by permission only and in situ, not to move room, must not be re-tuned</u>)	
Organ	£10.00
Piano (if tuning required, this will be charged to user at cost)	£10.00
Keyboard	£10.00
Drums	£10.00
Or All instruments	£30.00
Guest Wifi available throughout the building	Included

Tables (modern trestle style) and chairs – up to 6 tables Included
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. Use of more than 6 tables or more than 25 chairs may be charged.

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 Charged on a discretionary rate depending on what is used. Please ask.

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. Please do not overfill the bins; if they are full, you must take your rubbish away. Any fines from the Council due to overflowing bins (flytipping) will be passed on fully under the responsible person's name 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 for the hall.

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 plus any additional hours for a keyholder.

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 decide that you require a church keyholder or technician to support your event, this will be charged at £15 an hour per hour, including at least 15 minutes before your start time. Use of our equipment does not include technical assistance or set up, nor does the hire of equipment guarantee smooth operation or specific connection equipment; please plan a contingency. Support is subject to limited availability.

Car parking We do not provide parking on site for hirers. Booking a room does not entitle the hirer to parking. If a space is required for off-loading or for any special reason, this must be discussed and approved with the Centre Manager in advance. We reserve the right to charge for use of the car park, including for any infringement.

Heating Currently we do not charge for heating but may review this. If you leave on portable or manual heaters, or leave the church heating on high, you will be charged an additional £20 or £30 depending on the space.

Cancellation Please read our terms on the booking request form carefully including the cancellation terms. All marketing is the responsibility of the hirer.

ADMIN FEE Due to administrative time spent on each booking, we now charge £10 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 once. This is non-refundable.

General information about the facilities

All bookings must abide by the terms and conditions included with the booking request form. Please read these carefully. All those wishing to hire are encouraged to book an appointment with the centre staff to view and discuss the premises before confirming any booking.

Please read the cancellation terms carefully. As of 2026 these will be adhered to strictly.

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 1st floor in no 40. The main toilet facilities are on the ground floor and accessible toilets are available by the main toilets and on both floors of no 40. Baby change is available in the main accessible toilet.

The Upper Hall on the first floor is a large and airy room. There is a 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 including domestic dishwasher. **Due to advice from the fire service, this room is now limited to 100 occupants at any one time and the kitchen must only be used for simple food preparation.**

The Lower Hall on the ground floor will seat between 25 and 40 people for a meeting, depending on set up. 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. The floor is new 2025; please lift any furniture to avoid damage! We cannot guarantee that there will be no noise transfer from the 1st 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 large TV screen available 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 floor is new 2025; please lift furniture to avoid damage.

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 small group meetings or classes, and previously as our youth group room. 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 1st 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 1st floor office or teaching space, with a small kitchenette, small separate room and accessible toilet. The 1st 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 turn 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.

7 Downing Place: this is a separate little house with 6 hireable rooms, fitting about 10 people each depending on set up. These are offered as part of the church and halls as non exclusive spaces. We are still in the process of setting up this space but enquiries are welcome for hourly or longer bookings.

Church Sanctuary: our sanctuary seats up to 450 (270 ground floor, 180 gallery) depending on set up. It may be suitable for concerts, lectures, drama, conferences, and other similar events. The hire charge has increased in 2026 due to an increase in our expenses. There is a new AV system for simple use (microphones and projection) or the hirer can bring their own system.

In addition:

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

Catering We do not 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 main kitchen can be hired in discussion with the centre manager; there are additional conditions on kitchen hire including food hygiene certificates. Due to repeated issues over several years, we no longer rent for 'food festival' type events.

Utility charges Our utility charges have increased enormously. 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 £50. **Please keep energy use and the environment in mind at all times and conserve energy as much as possible. If manual heaters are left on overnight or the thermostat left excessively high, we will charge an additional £20 or £30 depending on the space to the last group in the room.**

Charges in general We reserve the right to raise our charges at any point in the year. We will give at least 6 months notice to regular groups (those booking 6 or more events in a year).