

St Andrew's Street Baptist Church - Room hire & facilities  
charges for 2014

**Daytime bookings 8.30am to 5.30pm, Monday to Saturday. No Sunday availability.**

Earlier daytime starts may be available on request.

**Hourly rates:-**

(1). **Lower Hall** (Ground floor) (10mtr x 5mtr)  
*Community/not for profit* £14.50      *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). **Vestry meeting room** (Ground floor)  
*Community/not for profit* £10.00      *Commercial* £19.00

(5). **The Church**

*The church is also available to hire for conferences or events at the discretion of the church leadership.*

**Evening bookings in Halls 1, 2 and 3 only: From 5.30pm to Midnight**

A flat rate charge of £45.00 applies for the first two hours, any additional hours are charged at the following hourly rate:-

(1) Lower Hall £15.70 or £26.75    (2) Lower Hall, One side £11.20 or £20.20    (3) Upper Hall £21.00 or £36.00  
(4) Café £21.00 or £36.00

**Additional facilities available:**

Use of Lower Hall kitchen incl. chinaware/glassware for self service refreshments	£5.00 per session
Use of Upper Hall kitchen incl. chinaware/glassware (up to 30 people) self service	£10.00 per session
Use of Upper Hall kitchen incl. chinaware/glassware (over 30 max 150 people)	£20.00 per session includes dishwasher service
Use of main café kitchen incl. chinaware/glassware (depending on requirements)	£20.00-£50.00
Use of Overhead Projector & Screen (for acetates)	£5.00 per session
Use of Data Projector & Screen (laptop not available)	£10.00 per session
Use of TV with DVD	£7.50 per session
Use of Whiteboard/Flipchart & paper - excludes marker pens	£5.00 per session
Use of Upper Hall Sound System	£5.00 per session

An Audio system with Loop is available in the Upper Hall only at no extra charge

**Additional Charges:**

Excess rubbish: 2 large bin bags and a bag of recycling 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 in the condition they were found. Additional cleaning required to put the rooms back in use will incur a charge of £20.

## *General information about the facilities*

St Andrew's Street Baptist Church has two halls and other rooms that are available for hire during the day and evening for meetings or events. 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 which will seat up to 150 people for meetings or up to 120 seated for a meal. A sprung wooden floor makes it suitable for dancing. The Hall has a curtained stage and also kitchen facilities. In addition a Loop system is fitted to assist hearing together with an Audio system for those requiring microphone or CD facilities.

The Lower Hall on the ground floor will seat between 25 and 40 people for a meeting, depending on seating requirements. For smaller meetings the Hall can be divided into two separate rooms. Each will seat up to 15 people boardroom style . There is level access to the Lower Hall which has an adjoining small kitchen. Toilet facilities are adjacent to the Hall.

The Vestry is a small room suitable for one to one meetings or up to 8-10 people seated. No disabled access.

*We may also be able to offer catering from our in-house Café by prior arrangement with the Manager, Jane Warren . Please contact Livingstones Café direct on 01223 566030*