

St Andrew's Street Baptist Church - Room hire & facilities charges for 2020

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). **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. Please contact the Church Office for availability and rates.

Evening bookings: From 5.00pm to 1130pm

A flat rate charge of £50.00 applies for the first two hours, any additional hours are charged at the following hourly rate:

(1) Lower Hall £16.00 or £30.00 (2) Lower Hall, One side, or Vestry £12.00 or £20 (3) Upper Hall £21.00 or £36.00 (4) Café £21.00 or £36.00

For out of hours one off bookings, we may provide a church keyholder to support your event. 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 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 at £38.40 a time.

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

Lower Hall kitchen including crockery/glasses for self service refreshments	£5.00
Upper Hall kitchen including crockery/glasses (up to 30 people) self service	£10.00
Upper Hall kitchen including crockery/glasses (over 30 max 150 people) inc dishwasher service when available	£20.00

Main café kitchen (Subject to conditions, not available before 430pm, charge dependent on use)	£20.00-£50.00
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Data Projector & Screen (laptop not available)	£10.00
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Whiteboard/Flipchart & paper (excludes pens)	£5.00
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Upper Hall Sound System (one mic or audio jack) Includes Audio loop for the hearing impaired	£5.00
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Upper Hall Sound System with more than one mic	£10.00
Portable sound system/amp	£5.00
Guest Wifi available throughout the building	Included
Tables (modern trestle style) and chairs	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.	
Photocopying available on request (Subject to office opening hours)	5p per B&W A4 copy 15p per Colour A4 copy

Additional Charges:

Excess rubbish:	Please bring your own strong black bin bags. 3 bags of rubbish disposal are included within room hire charge. Excess rubbish may incur a charge of £30 to cover an extra bin collection.
Cleaning:	The premises should be left clean and tidy. Cleaning equipment is required. Additional cleaning required to put the rooms back in use will be charged at the additional hourly rate.
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

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 which will seat up to 160 people for meetings or up to 120 seated for a meal. 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 up to 120 people. There are electrical points around the room.

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. There is level access to the Lower Hall and an adjoining small kitchen. Toilet facilities are adjacent to the Hall.

The Vestry is a small room suitable for one to one meetings or interviews or up to 8-10 people seated. No disabled access due to a few steps on to the corridor.

Catering for lunches or refreshments may also be available for bookings from our in-house Café by prior arrangement with the Manager. Please contact Livingstones Café direct on 01223 566030 or livingstones.cafe@gmail.com