

St Andrew's Street Baptist Church - Room hire & facilities charges for 2021

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). **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.

Temporarily for spring 2021, the Attic (2nd Floor, no disabled access) is available during the day, and for a short time we can also offer the 1st floor of 40 St Andrew's Street. This is a bright, airy meeting room with its own toilets; no kitchen facility. Community/not for profit £15 an hour.

Evening bookings: From 5.00pm to 1130pm

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 £20.00 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 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 inc crockery/glasses for selfservice 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 160 people) inc dishwasher service when available	£20.00

Main kitchen £20.00-£50.00
(Subject to conditions, charge dependent on use, not available Sunday-Wednesday)

Data Projector & Screen (laptop not available)	£10.00
Whiteboard/Flipchart & paper (excludes pens)	£5.00
Upper Hall Sound System/Church AV Includes Audio loop for the hearing impaired	£10.00
Portable sound system/amp	£5.00
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:

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 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)
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 AV technician to support your event, this will be charged at £10 an hour per person.

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.

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 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. It is not an enclosed space, so other building users can walk along the edge to access other spaces.

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

The Attic is usually use for youth group and as a classroom. It can be used for small group meetings and can fit at least 20 people.

40 St Andrew's Street is awaiting refurbishment and can be used as 2 meeting rooms. The ground floor has a small kitchenette and a toilet. The 1st floor is a lovely, bright meeting room with board room table and chairs and 2 toilets.

2021 Up-date - Covid

Please note that while there are social distancing restriction under covid, room capacity is reduced and as of May 2021, no refreshments should be served. A covid risk assessment is required for all groups allowed to meet. Also sadly our café has closed for the longer term and so we cannot offer inhouse catering.