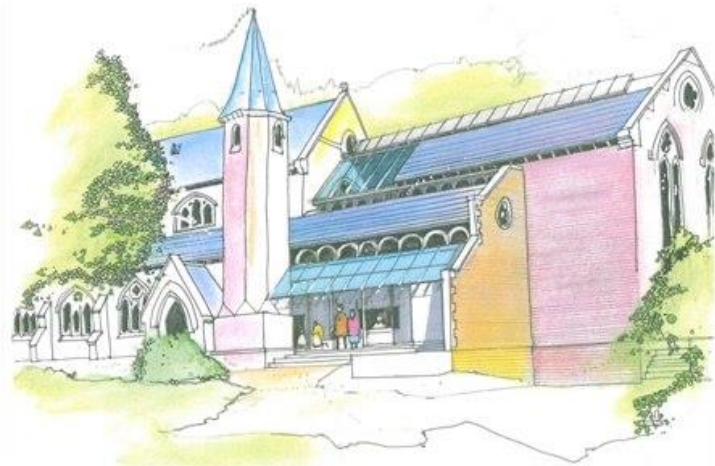




# How to hire a room or hall in the St. John's Church Centre

Fleet Road  
Hartley Wintney  
Hampshire RG27 8ED

Contact the Bookings Administrator on:  
01252 842215 or  
email [bookings@stjohnshw.org.uk](mailto:bookings@stjohnshw.org.uk)



## Layout and Facilities

There are three halls on the ground floor separated by soundproof dividers. They can be booked individually, in pairs or as a single large hall.

- **Hall 1** (approx. 10m x 10m) has full audio-visual facilities, direct access to the main kitchen and toilets close by on the ground floor corridor.
- **Hall 2** (approx. 9m x 7m) is for use in conjunction with Hall 1 or Hall 3.
- **Hall 3** (approx. 8m x 6m) has access to a unisex toilet and includes the small kitchen equipped with domestic cooker and small fridge.

A sound system is available in all the halls without additional charge.

The **Kitchen** is equipped for full catering by professional caterers or otherwise by those trained to meet current health & hygiene standards.

There is a **Family Room** which may be available for hire.

Baby changing facilities are provided on both floors.

The **Meeting Rooms** on the first floor can seat up to 30 people and are equipped with network connections and audio-visual facilities.

There is full access for people with disabilities, including a lift to the first floor and disabled toilets on both floors.

Limited on-site parking is available. Vehicles must not be parked on grassed areas. Advice will be given on the availability of off-site parking.

### Hourly rates for non-commercial use (from 1<sup>st</sup> January 2023)

*N.B. The rate charged will be the current rate at the date of hire.*

Facility	Mon – 6pm Fri	Weekend
Hall 1 (10m x 10m)	£19.00	£38.00
Hall 3 & small kitchen (8m x 6m)	£15.00	£30.00
Halls 1 & 2 (17m x 10m)	£26.00	£52.00
Halls 2 & 3 & small kitchen (13m x 9m)	£20.00	£40.00
All three halls (23m x 10m)	£30.00	£60.00
First floor meeting room (6m x5m)	£13.00	£16.00
<b>All bookings must include adequate time for arrival/setting up and clearing away.</b> <i>A minimum of 15 minutes for set up + 15 minutes for clear away will be chargeable.</i>		
<b>Main Kitchen, equipment and callout charges</b>		
Food preparation, cooking and serving	£72.00 per session	
Serve pre-prepared food only	£30.00 per session	
Serve drinks only	£18.00 per session	
Filter coffee and use of coffee machine	£5.00 per flask (10-12 cups)	
Technical support callout during the hire	£27.50 per hour (or part)	
Support for setup / clear away (basic assistance – extra support at hourly rate)	£27.50 basic setup £27.50 basic clear away	

## **Key Points – Terms and Conditions of Hire**

### **1. Booking and Payments**

- a. Provisional bookings will normally be held for a maximum of 14 days.
- b. When you confirm, we will ask for 25% of the hire charge.
- c. When you book, we'll need to know if you plan for music or performing arts to be part of your activity or if alcohol is to be consumed, so that we can advise you whether any additional licences may be required.
- d. The balance payment will normally be required one month before the event. We shall also require a refundable deposit against damage.
- e. If you have to cancel, some of the payment may be refundable, depending on the length of time before the event.

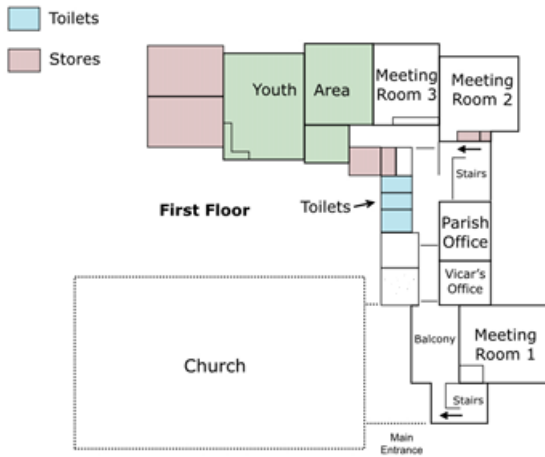
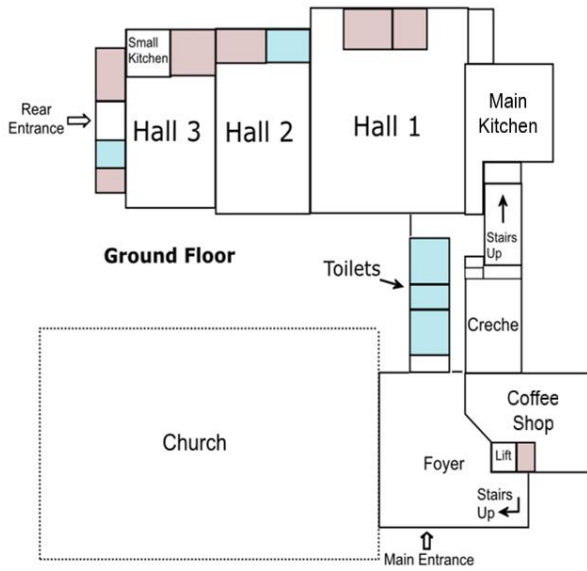
### **2. Use of the Halls or Rooms**

- a. Whilst this is a Church Centre open for all, it can only be used for activities which are consistent with the mission of St. John's Church.
- b. In some cases, depending on the times of hire, you may have to be responsible for opening up or securing the building.
- c. You will need to set up and put away any furniture for your planned activity as well as tidy up and dispose of your own rubbish.

### **3. Safety and Security**

- a. You will need to be familiar with the fire and security systems in the building. We will explain these to you before your hiring begins.
- b. You will need to carry out a simple risk assessment for your activity. We can provide examples to help you.
- c. You will need to provide evidence that you have adequate public liability insurance for your activity. Organisations will normally find that their insurance includes public liability cover. Individuals may find that their household insurance policy provides sufficient cover.
- d. If the kitchen is to be used to prepare or serve food or drinks, those involved must have been appropriately trained. We will advise you on this.
- e. All activities taking place on the premises which involve children (under 18 years of age) or vulnerable adults must comply with the St. John's safeguarding policy and we can give you a copy of this.

**For full details, see St. John's Church Centre Terms and Conditions of Hire.**



- Toilets
- Stores