

HIRING ST MARK'S CHURCH HALL - FAQs

What are the hire rates for St Mark's Church hall?

We have a base rate and a schedule of discounts for regular hires and different user groups, plus further discounts for occasional and regular half day and full day hires. The most up to date rates are published on the venue hire page of our website. Hires lasting a minimum of 6 months are classed as 'Regular'.

What's included in the hire rate, are there any extra charges?

The table below indicates what is included and where additional charges apply or may apply.

ADDITIONAL USE/CHARGES	OCCASIONAL HIRE	REGULAR HIRE
<ul style="list-style-type: none">• Set-up and clear-away buffer	Hire rate includes <u>15 minutes</u> either side of your slot as a buffer between users during which time there may be some crossover – please ensure your booking allows you sufficient time beyond this	
<ul style="list-style-type: none">• Kitchen	Basic use included (light refreshments); other use subject to agreement	
<ul style="list-style-type: none">• Stage	Included subject to advance agreement to allow Health & Safety checks	
<ul style="list-style-type: none">• Outside space	Included – since the site is open please be aware that you will need to undertake your own Health & Safety checks.	
<ul style="list-style-type: none">• Electricity supplement for bouncy castle or other large equipment requiring power	£10 up to 4 hrs £20 up to 8 hrs	

How big is the hall?

The main hall's dimensions are approximately: 43'6" x 28'6" (13.3m x 8.7 m).

What is the seating capacity?

Maximum 100 people, reduced to 60 if you are using a play inflatable/bouncy castle inside. Please note capacity will depend on the nature of the use.

How many chairs and tables are there?

Collapsible tables:

- Collapsible tables - 5 large (each seating up to 10 people – 183cm x 69cm x 69.5cm h) + 6 standard (each seating up to 6 people – 121cm x 76cm x 76cm h)
- 12 children's tables (4 @ 110cm x 52cm x 54.5cm h / 4 @ 110cm x 54.5cm x 49cm h / 4 half hexagon shaped @ 107cm widest point x 47.5cm x 53cm h)
- Other tables may be made available from church (subject to availability; advance notice required).

Chairs:

- C. 90 plastic chairs (adult).
- C. 30 plastic children's chairs.

Can I hold a party?

We are pleased to accommodate children's parties (pre-school and primary age) and small family gatherings, which our facilities are better suited to. We do not hire the hall for teenage/18th/21st etc parties, weddings etc.

Can I have a bouncy castle or play inflatable?

Yes, subject to providing insurance etc details from the supplier (as outlined in the information for users//terms of use notes), and a maximum size inside the hall of 12' x 12', or a 12' inflatable with a slide on the front. Maximum height 12'.

What about music and alcohol licencing?

We have a PPL licence which allows you to play recorded **music**. You will need to provide general information about the tracks played (number against specific genres – song title/artist etc not required). If you wish to serve **Alcohol** you will need to seek permission first from St Mark's, and if approved you are responsible for securing relevant alcohol licensing where this might apply.

Can I prepare food at the hall?

Basic use of the kitchen is included, e.g. for light refreshments. For parties etc you should bring your own pre-prepared cold snacks/buffet food in.

Please bring your own crockery, cutlery, serving platters etc. If you use any hall cups, plates or other equipment in the kitchen please ensure it is washed and put back in the same place before you leave.

How do I hire the hall?

To make an enquiry about availability, the fastest way is to email using the contact form on the venue hire page of our website. Alternatively telephone the church office on (01482) 355824 and the message will be passed on – bear with us as this may take a few days.

What happens if there is any damage?

For occasional hires we take a refundable £25 deposit which will be retained in full or part to cover any damage, additional cleaning if the hall is left in an unacceptable condition etc. Damage caused by a regular hirer will be discussed with the hirer and a way forward agreed.

How do I pay for hiring the hall?

Occasional hirers are required to pay the hire fee plus the refundable £25 deposit on booking, as far as possible by bank transfer (our bank details are on the hire form). Please include your name in the reference (e.g. 'hall hire Bloggs'). We can take cash if bank transfer is not possible for you.

We have a choice of payment methods for regular hirers.

What happens if I need to cancel my booking?

Our Cancellation and Termination policy and procedure can be found on the venue hire page of our website www.anlabychurches.org.uk.

Do I need to clean up afterwards?

We ask that you tidy and sweep the hall after your hire for the next user. More information is given to users along with the hire form.

How is the hall run?

The hall is owned by St Mark's Church Parochial Church Council (PCC), and is managed by a small number of volunteers on the Church Hall Management Group. We endeavour to keep the hall open as a community resource and do our utmost to ensure that everything is in order for each user before their booking commences.

If you have any other queries please use the contact form on the venue hire page of the church website and we will be pleased to answer as soon as we can.

We look forward to welcoming you and hope that you enjoy using our facility!