

## Hiring the Church Halls

The Parochial Church Council of Horsham and Management Committee of St John's Community Hall make their halls available to individuals and organisations for meetings and events. There are conditions attached. This page details the hire charges. Please note that when you calculate the hire charge, the length of your booking must be from the time you arrive to the time you leave: setting-up and clearing-up must be included.

### **ST JOHN'S COMMUNITY HALL: MAIN ROOM**

The main hall is available for hire between 8am and 11pm (subject to other bookings) except on Sunday mornings, when our Children's Groups will be using all the rooms. It includes use of the kitchen for making hot and cold drinks. Please note that if you want to prepare food there are separate charges (per booking) depending on whether you are cooking hot or serving cold food. The whole hall is accessible for disabled users and there is a toilet suitable for wheelchair users. It is a lovely, light room which can accommodate 88 people seated around tables and 112 seated theatre-style.

#### **RATES:**

Per Hour, weekdays: £12

Per Hour weekends: £15

**Kitchen use:** (making of hot and cold drinks included in the hourly rate)

Preparation of hot food: £20 per booking including use of the dishwasher

Preparation of cold food: £10 per booking including use of the dishwasher

### **ST JOHN'S COMMUNITY HALL: MAIN ROOM & ADJOINING ROOMS (2) & (3)**

The main hall and adjoining smaller rooms are available to hire together, except on Sunday mornings when they are in use.

#### **RATES:**

Per Hour, weekdays: £20

Per Hour weekends: £25

*Please note that we cannot hire these 2 smaller rooms separately, as access is through the Main Hall, which would potentially disrupt another booking.*

## **ST JOHN'S COMMUNITY HALL: MEETING ROOM 1**

This Room is self-contained and can be hired on its own. It contains a kitchen area with tea and coffee-making facilities and has access to the disabled toilet. The kitchen area can be separated from your meeting by moveable screens if you wish. With the screens in place you could comfortably seat 10 people round a table. With the room opened up you could seat up to 20 round a table and 30 theatre-style.

### **RATES:**

Per hour, weekdays: £8

Per hour, weekends: £10

## **CHILDREN'S PARTIES: AGES 1-11**

We charge a flat rate (for a 3 hour booking) for children's parties:

### **RATES:**

Weekdays: £30

Weekends: £40

*This includes use of the kitchen for preparation of food.*

## **OTHER CONDITIONS:**

As we are in very close proximity to our neighbours, we ask that music is not played loudly – it should not be heard outside the building - and we only take bookings for evening discos for children/teens aged 11-15. Parties can run until 10.30pm to allow time for clearing up – the Council has stipulated that the hall must be closed by 11pm.

### **Regular bookings**

We are very happy to consider regular bookings in all the halls for times when they are available. Please ask for details: see below. You will still need to fill in a booking form and comply with our conditions. It may be necessary on occasion to make adjustments to regular bookings to cater for occasions when the church needs to use the hall on a one-off basis. In these circumstances hirers are offered an alternative booking, if available, or any booking fee paid is refunded.

### **Who to contact for enquiries and bookings:**

Sarah Tombling, telephone 01403 274114 or [office@stjohnsbbh.org.uk](mailto:office@stjohnsbbh.org.uk)

This page forms part of the conditions of hire. Please note that any venue is only available subject to prior bookings and use by the church.