

Hall Rooms and Rates: January 2023

The Parochial Church Council of St John's Broadbidge Heath makes their hall available to individuals and organisations for meetings and events, subject to our Hiring Agreement. This document 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**, ie: **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 (tea/coffee also provided). 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. If the adjoining rooms are free, you are welcome to use them as well.

RATES:

Per Hour, weekdays: £14

Per Hour weekends: £18

Kitchen use: (making of hot and cold drinks + tea/coffee 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: SMALL MEETING ROOM

MR1 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. It accommodates up to 20 round a table and 30 theatre-style.

RATES:

Per hour, weekdays: £10

Per hour, weekends: £12

Please note that it is not always possible to hire the other 2 small rooms separately, as access is through the Main Hall, which could potentially disrupt another booking.

CHILDREN'S PARTIES: AGES 1-11

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

RATES:

Weekdays: £40

Weekends: £50

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 [Hiring Agreement](#). 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

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