

Church:
St. Mary Marshalswick

Spaces Available for Hire

	Room 1	Room 2	Room 3	Room 4	Room 5
Room names / Spaces available	Hall plus small extension	Small extension	Meeting room		
Area or seating Capacity	21 av. x 13 m 100 theatre 60 seated for meals	6.5 x 4.3 m 35 theatre 16 seated for meals	4.8 x 3.5 av. m 8-10 seated		
Ideal for what sort of gatherings?	Meetings/social gatherings/ children's parties/ adult tea parties	Small committee meetings, quiet area away from main hall	Small committee meetings		
Fees Charged	Before 7 pm £20 p/h After 7 pm £26 p/h Includes 30 min. set up and clearing up time either side of the hired time.	Not normally let out separately	£6 p/hour		
Reduced rate for charities?	Half rate		Half rate		
Use of Kitchen	Yes, included in hire charge for hot/cold drinks. Extra charge for meal preparation				
Arrangements for cleaning, disposal of rubbish etc	Hirers required to put furniture away and clean floor. Provide bin liners to take any rubbish away.				

Sound, Video facilities	Only by special arrangement				
Storage for regular hirers (£ rate/yes/no)	Only provided for regular uniformed organisations.				
Comments:	Hall only let out for children's parties up to the age of 11, no disco's allowed. Also let out for family celebrations, baptisms, funeral receptions, anniversary and elderly tea parties. Occasional charity quiz nights etc.				
Web page	St. Mary Marshalswick web site				
Contact details	Hall Administrator: murielsmith77@tiscali.co.uk				