

Church: St Mark's Church Centre Colney Heath

Spaces Available for Hire					
	Room 1	Room 2	Room 3	Room 4	Room 5
Room names / Spaces available	Hall	Lounge			
Area or seating Capacity	80	15-18			
Ideal for what sort of gatherings?	Meetings Parties Meals Teas	Meetings			
Fees Charged	Mon – Fri £25 session (am, pm or evening) Sat – Sun £30 session (am & pm) £50 evening	Mon – Fri £20 session (am, pm or evening) Sat – Sun (am, pm or evening) £25 session			
Reduced rate for charities?	£5 reduction for recognised Christian Groups	£5 reduction for recognised Christian Groups			
Use of Kitchen	Yes	Yes			
Arrangements for cleaning, disposal of rubbish etc	Hirers are to take all rubbish and recycling away with them	Hirers are to take all rubbish and recycling away with them			

Sound, Video facilities	No	No			
Storage for regular hirers (£ rate/yes/no)	No	No			
Comments:	There are Conditions of Use which apply. These are stated on the Application Form but include such things as: No alcohol, no barbecues, no bouncy castles.				
Web page					
Contact details	Debbie Fulwell debbie@stmarkscolneyheath.co.uk 01727 825175				

St Albans Deanery Synod: Rooms for Hire Doc. Sample Sheet, based on information from Christ Church St Albans

Church: Christ Church, St Albans

Spaces Available for Hire					
Rooms / Spaces available	Hall	Garden Room	Library	'Area B' (in original building)	Other
Area or seating Capacity	8x13m 100 seats	3x5m 8-12 seats	4x4m 12 seats	9x9m 70 seats	
Ideal for what sort of gatherings?	Meals, Meetings	Meetings, informal groups	Meetings, informal groups	meetings	
Fees Charged	£24 per hr, £20 after 3 hrs	£12 per hr, £8 after 3 hrs	£7.50 per hr, £6.50 after 3 hrs	£20 per hr, £16 after 3 hrs	
Reduced rate for charities?	Half rate	Half rate	Half rate	Half rate	
Use of Kitchen	Yes, adjacent hatch	Yes	Yes	Yes	
Arrangements for cleaning, disposal of rubbish etc	Hirer to tidy and clean after, general and recycling bins provided	Hirer to tidy and clean after, general and recycling bins provided	Hirer to tidy and clean after, general and recycling bins provided	Hirer to tidy and clean after, general and recycling bins provided	
Sound, Video facilities	Built-in projector with DVD player, socket for PCs, iPods etc. Microphones, loop	Fixed large screen with DVD player, sockets for PCs, iPods etc.	No	No	
Storage for regular hirers	£100 pa cupboard, £50 pa loose	£50 pa cupboard	n/a	n/a	
Comments:	Parties not generally accepted				
Web page	www.ccstalbans.org.uk				
Contact details	enquiries @ccstalbans.org.uk				

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