

St Mary Magdalene Church, Stoke Bishop Hire Tariff

Main Hall <i>Includes use of Kitchen</i>	£23.50 per hour
Hulbert Room <i>Includes use of Kitchen/Kitchenette</i>	£19.00 per hour
The Church <i>Includes use of servery for serving drinks</i>	£41.00 per hour
Back of Church only (Near the Servery) <i>Includes use of servery for serving drinks</i>	£26.00 per hour

Other Costs:

Duty Manager (Events in the church)	£70 flat rate for up to 3 hours £15/hr for any time over this
Audio/Visual systems	
Church: Full System	£50 + operator(s) fees
Church: Video & Speech Microphones	£30 + operator(s) fees
Church: Sound only	£20 + operator fees
Church: Stage Lighting	£10 + operator fees
Main Hall: A/V System	£10 + operator fees
A/V Operators	£15 per hour per operator
<i>The Church A/V systems can only be used by personnel approved by St Mary's PCC.</i>	
Heating (Church Events) if appropriate	£60 (to be discussed at the time of booking)

Full payment or a non-returnable deposit of 20% will be payable at the time of booking with any balance due no less than one month before the date of the event.

Payment can be made using a bank card on-line via the booking page link (which will be emailed to you on receipt of the booking form) or by BACS payment using the following details:

Pay to: **ST MARY MAGDALENE PCC**
 NatWest Bank Business Account
 Account Number: 92604889
 Sort Code: 60-23-23

or by cheque payable to: **St Mary Magdalene PCC**
 and received by: The Parish Office, Mariners Drive, Stoke Bishop, Bristol BS9 1QJ.

Access

The main access to the Church Rooms is through the doors at the top of the flight of steps to the right of the Main Hall, as seen from the road. The door is protected by an electronic lock, which is activated by a keypad mounted on the wall at the right hand side of the doorway. The code of the keypad is changed weekly, and hirers should obtain the relevant four-digit code from the Parish Office during office hours from the Monday onwards in the week of their booking (The Parish Office is open from 9.30 am – 12.30 pm, Mondays to Fridays.)

The Hulbert Room has a separate entrance door, which can only be opened on a crush bar from the inside. Hirers must ensure that they or another responsible person attend suitably promptly to gain initial access through the Main Hall in order to provide access to all other persons who will be attending the booking.

Hirers should be aware that other rooms in the building may be let to other groups or used by the Church at the same time as their booking. Access will be discussed prior to the events.

Arrangements for access to the Church will be discussed at the time of booking.

The James Chapel and the Chancel are places of worship only and are not permitted for use by the Hirer.

