

THE CHRIST CHURCH CENTRE

Part of Christ Church United Reformed Church



Room Hire Rates, Terms & Conditions

From 1st September 2019

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2019/20 Information

THE CHRIST CHURCH CENTRE is part of Christ Church URC and is situated close to the junction of Reading Road and Station Road, Henley. Rooms of various sizes offer facilities suitable for a range of activities.

For more information, or to discuss any points relating to terms and rates of hire, please contact:

Anita Pearce (Centre Manager)
The Christ Church Centre
46 Reading Road
Henley-on-Thames
Oxon RG9 1AG

Tel: 01491-577733

e-mail: managers@christchurchhenley.org.uk

website: www.christchurchhenley.org.uk

We shall always do our best to accommodate any reasonable requests you may have.

THE CHRIST CHURCH CENTRE - ROOM CHARGES

valid with effect from 1st September 2019

All bookings are subject to the Christ Church Centre Terms and Conditions of hire

	Rate (per hour – unless otherwise stated)
Concourse (Exclusive Use)	£150 (per event)
Pither Hall	£30.00 (up to 18.30)
	£32.00 (after 18.30)
Kempster	£30.00
Wentworth (Room 1)	£17.50
Morris (Room 2)	£25.50
Room 3	£14.50
Chapel	£23.00
Kitchen, cutlery and tableware use	Rate per Function £15.00 Tea / Coffee only £50.00 Food Service

	Rate per Booking
Saturday Wedding and Party Rate (Concourse, Pither Hall, Patio and Kitchen) - fully inclusive	
Saturday daytime: Up to 18.00	£400.00
Saturday evening: 18.00 – 23.00	£400.00
All day up to 23.00	£750.00
Children's Party Rate (3hrs – up to 18.00)	
Pither Hall & Kitchen	£80
Kempster Hall & Coffee Bar	£75

- *Minimum hire period 1 hour*
- *Over-runs will be charges at full hourly rate*
- *Daily / weekend rates for whole or part hire of the Centre to be quoted individually*
- *No bookings on Sundays until after 2pm (due to Church Services)*
- *For hire of Church, please enquire about our Concert and Schools package*

GUIDANCE NOTES AND GENERAL CONDITIONS OF HIRE

Please note that the Centre aims to be a place of hospitality and to welcome all those who make a contribution to the life of our community. However we reserve the right to refuse bookings which do not accord with our charitable aims and our beliefs as a Christian Centre.

We want you to enjoy using the Christ Church Centre, but would ask you to be mindful that:

- a) we expect you to leave the building in the same condition that you found it. Our charges are calculated to include only routine cleaning and servicing. Please make sure that ***all*** rubbish is removed from the Centre when you leave, including bottles, boxes, etc. If the Christ Church Centre has to pay for extra cleaning or rubbish clearing, an additional charge will be payable.
- b) you should allow time for setting up and clearing away within the times you state on the hiring agreement.***
- c) the finishing time stated on the hiring agreement is the time at which you and all members of your party should vacate the premises. This includes the car park and grounds so that the Christ Church Centre may preserve good relations with its neighbours. Running late causes problems and may involve extra cost.

We want to keep all our premises in the best possible condition for the benefit of the local and Church community, and to avoid inconveniencing our neighbours:

1. All events must finish at or before 23.00, other than by special arrangement.
2. Bookings for private parties are only accepted from the local Henley community.

3. Hirers must not sell tickets for parties, dances or discos without prior consent from the Management Committee or its nominee.
4. Any proposal to consume alcohol on the premises must be approved in advance by the Management Committee or its nominee. Sale of alcohol requires a special licence. It is your responsibility to obtain the appropriate licence and provide a copy to the Centre Manager.
5. The Centre is a non-smoking facility.
6. All rooms are equipped with standard furniture. Please leave the room as you found it, with all chairs neatly stacked.
7. Please discuss any requirement for notice-boards or display panels with the Centre Manager. Please do not damage walls or furniture by using sticky tape, blue-tak, drawing pins, etc.
8. All fire exits are alarmed.
9. Smoke machines upset the alarm system and must not be used.
10. Car parking at the Centre is limited and cannot be guaranteed to any individual user group.
11. All music must stop by:

22:30 (Monday - Thursday inclusive and Sundays)
23:00 (Friday and Saturday) other than by special arrangement.
12. No amplified music is allowed in the Haymes or Kempster Halls after 21:00.

Rooms available for rent are:

Room	Approximate size	Maximum Capacity by Set-up Style		
		Conference	Board Room	Banqueting
Concourse ¹	300 sq. m (30 m x 10 m)			135 175 (Reception)
Pither Hall ¹	135 sq. m (19.0 m x 7.1 m)	200		125
Kempster Hall ²	88 sq. m (12.1 m x 7.2 m)	80	40	45
Wentworth	18 sq. m (4.8 m x 3.7 m)	20	12	N/A
Morris	50 sq. m (9.4 m x 5.3 m)	70	30	45 (Buffet)
Room 3	13 sq. m (5.1 m x 2.5 m)	12	6	N/A

Notes:

- ¹ Concourse, Pither Hall and Morris Suite are serviced by a fully equipped kitchen. Terms for use of the kitchen are subject to separate negotiation and hiring arrangements.
- ² Kempster Hall is serviced by a small coffee bar which may be used by prior arrangement.

Discounts: a discount will be allowed on one year contracts and bookings for ten or more dates booked at the same time

other significant discounts may be available for bookings by local clubs, members of the local community, registered charities or voluntary groups where there is no financial profit - personal or corporate - (other than fund-raising activities). All discounts are granted at the discretion of the Management Committee or its nominee.

Deposits: bookings are confirmed only on payment of the appropriate deposit as follows:

10% deposit (£10 minimum) for single room bookings

£200 indemnity deposit for weddings, adult and evening parties

Cancellation: deposits for bookings cancelled within fourteen days of the date booked are not refundable.

Bookings cancelled within seven days of the date booked will be charged in full.

Miscellaneous Hire Charges (for use outside the Centre):	Rate
Furniture: Go-pak Tables Plastic Chairs Banqueting tables (to seat 8-10) China Cutlery	£5 per table £5 per 10 chairs £7.50 per table £2 per place setting £1 per place setting
Equipment for Hire (within the Centre) PA System Flip chart Microphone & Amplifier Piano / Keyboard Projector Projector screen Speakers TV Round tables & Table-cloths	£20 £10 per item £10 each
Additional Cleaning (per hour) Additional Rubbish disposal Room Set-up / Clear Away (per hour)	£16.50 £25.00 £16.50