



St Andrew's Malvern

Partnering with God in the flourishing of our communities

St Andrew's Church Centre Charges and Bookings

from January 2023

Registered Charity Number 1128973

Regular Users	Per Hour	Per 2 Hours	Per ½ day
Hall	£21.00	£37.00	£45.00
Yellow Rooms combined	£13.50	£27.00	£32.00
Blue Rooms combined	£12.00	£24.00	£28.00

Occasional Users	Per Hour	Per 2 Hours	Per ½ day
Hall	£25.00	£50.00	£70.00
Yellow Rooms comb	£16.00	£32.00	£45.00
Blue Rooms comb	£14.00	£28.00	£40.00

Further discounted rates are available for full day bookings, bookings of multiple rooms, bookings of the whole church centre, etc. Please enquire for more information.

Charges apply from the time the Centre is entered to the time that it is vacated, i.e. including all set-up and clear down time. All charges are for the basic use of the rooms (and access to the toilet and refreshment facilities), and include use of tables and chairs. Users are expected to get any tables and chairs they need out themselves and put them away afterwards. The hall, rooms and facilities should always be left in a clear and clean state ready for the next users. Half-day rates are for bookings of up to 4 hours.

Centre Manager: Kirsty Oldfield

centre@standrewsmalvern.uk

01684 576582

Usual Office Hours: Wednesday and Friday mornings.

Church Hall

This includes use of the kitchen, toilets and access through the foyer. We have additional crockery and cutlery available for larger events at an additional charge.

The hall can hold up to 100 people, but not all seated. Off the hall there is a small-enclosed garden (grass area), which can be used as part of the hire charge. This offers the facility to have a bouncy castle, for example, which we cannot accommodate in the hall itself.

Kitchen facilities include an oven, microwave, use of a fridge and a kettle. As well as cleaning supplies and cleaning equipment.



Church Hall



Church Hall Set up Dinner



Kitchen

Meeting Rooms (Yellow and Blue Rooms)

These include use of toilets and use of drinks making facilities in the foyer – but not full use of the shared foyer itself.

The blue room is the smaller of the two meeting rooms, comfortably holding 20 people when seated. In this room, you have access to a TV screen into which you can plug a laptop if required.

The yellow room is larger of the rooms, holding up to 30 people seated. There is no screen, however, we can provide a mobile screen that you can use if required.

Both the blue rooms and the yellow rooms can be divided in half to make two smaller rooms. We usually hirer these rooms with the divider open, however if you have need of a smaller room this can be arranged with the following charges (see above for combined prices):

Individual Yellow Rooms (Regular users £8.00/hour Occasional users £9:00/hour)

Individual Blue Rooms (Regular users £7.00/hour / Occasional users £8:00/hour)



Combined Blue Room



Individual Blue Room



Combined Yellow Room

Booking Procedure

- **Select the right size room for your group or activity**

If you would like to visit the centre to view our rooms please contact our centre manager Kirsty to arrange. (Contact details below).

- **Check Availability**

This can either be done by visiting the booking calendar on our website or by contacting our Centre Manager Kirsty (contact details below).

www.bookings.standrewsmalvern.uk/.

- **Make a booking**

Contact Kirsty our Centre Manager (contact details below) to make a booking.

- **Invoice and Payment**

Once a booking is confirmed, you will be invoiced for the relevant costs

- **Risk Assessment**

If you are planning to do something unusual (e.g. using a bouncy castle or having a barbecue), you may also need to conduct a risk assessment, this page of our website gives further details about this:

www.standrewsandallsaints.org/resources/risk-management/).

Booking Terms and Conditions:

All bookings are subject to our terms and conditions, these can be accessed here:

<http://www.staandasmalvern.org/wp-content/uploads/2018/09/Conditions-of-hire-at-St-Andrew-v2.1.pdf>

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