





Rooms & Halls

	Room Size	Capacity (seated in rows)	Capacity (seated at tables)	Hourly Rate	Day Rate
Upper Hall	185 m ²	200	130	£40	£320
Lower Hall	149 m ²	100	80	£30	£240
Upper Lounge	36 m ²	25	15	£20	£160
Baptist Hall	154 m ²	100	80	£30	£240
Allan Ritchie Hall	42 m ²	30	20	£20	£160

Kitchens

	Serving Food (cooking done off site)	Cooking & Serving Food
Either Kitchen	£20	£40

Extras				
Projector & Screen	Portable Speaker	AV System (Upper Hall only)	Setup & Takedown (Includes setup and/or takedown of chairs and tables, if possible)	Tea & Coffee (per day, per 50 people, includes milk, sugar and biscuits)
£10	£10	£10	£20	£10

Staffing

(If possible, available most weekdays)

Servers in Kitchen	Servers for Tea & Coffee	AV System
(2 people)	(1-2 People)	(Upper Hall only)
£20 per hour	£10 per hour	£10 per hour

Weddings

Service Only	Service & Reception (Upper Hall, Lower Hall, Upper Lounge & Kitchen)
£300	£500
(+£50 Deposit)	(+£150 deposit)

Conferences

(Upper Hall, Lower Hall, Upper Lounge & Kitchen)

£500 per day (+£150 Deposit)

Discounts		Deposits
Charities/Community Groups	20%	Every booking will have an additional $\pounds50$ deposit added to the cost (unless stated
Repeat Bookings	10%	otherwise above). This will be returned after the event, in line with our terms and conditions.

Office Space

(Please ask to check availability)

£250 per month

(approximately £25 per ft² per annum, including service charges. Offices are between 90ft² and 160ft²)



St George's Place, CT1 1UT

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