

## Hire Charges

### Session Times (Minimum period available to one-off hirers)

Morning 9am - 1pm                      Afternoon 2pm - 6pm  
Evening 7pm – 11pm (premises MUST be vacated by 11.30pm)

All hiring's are subject to availability and appropriateness of use

### Hire Rates per Session

The Church Sanctuary	£150 (incl AV)
Montpellier Hall	£100
Garden Room (full room)	£80
Garden Room (half room)	£50
Mews Room	£50

### Additional facilities - in conjunction with room hire

Use of kitchen (for coffee, tea, refreshments only)	£35
Use of kitchen (for meals) – subject to an additional deposit	£65
Hire of Grand Piano or Organ (per session)	£30
Hire of Audio Visual equipment in Hall (per session)	£30

Refundable deposit - (in case of time overruns, damage and extra cleaning)	£50
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### Please note

- A 10% discount is available to Church members, registered charities or community organisations and for regular daily/weekly hiring's.
- An extra discount will be offered if more than one room is hired for the same session.
- Deposits are required to confirm bookings, plus a refundable deposit if requested by the Church.

- Payment for regular bookings must be made by standing order/BACS.
- It is the responsibility of the hirer to arrange for the piano to be tuned
- The church has AV equipment installed in the Church and Montpellier Hall, plus a Stage Lighting rig in the Church. This equipment is available for hire by prior arrangement. Hirers will be required to attend a briefing session before the first hiring.

## Dimensions and Capacities of available rooms

### Montpellier Hall

Length to kitchen hatch	15.00m
Width	7.23m
Seating Capacity – meeting	110
Seating Capacity – dining	80
Folding tables and stacking chairs available in store off Hall	
AV equipment, screen and blackout available	

### Mews Room

Length	4.00m
Width	5.08m
Seating Capacity – 20	
Folding tables and stacking chairs available in room	

### Garden Room

This room can be divided into two areas using folding screens	
Full length	10.08m
Width	5.80m
Seating capacity – meeting	50
Seating Capacity – dining	40
Folding tables and chairs available in room	
AV screen and blackout available	

### Church Sanctuary

North (rear) door (inner) to first step on the stage 14.13m  
Depth of stage (including steps) 5.05m  
Width of stage 12.00m  
Seating Capacity – 160 in church, 40 on balcony  
AV equipment and screen



Church Sanctuary



Montpellier Hall



Mews Room



Garden Room

*Information as of December 2021*

## St. Andrew's United Reformed Church

Montpellier Street, Cheltenham, GL50 1SP



The local venue for:

**Concerts**

**Meetings**

**Receptions**

**Birthday Parties**

**Exhibitions**

**Dances**

For an application form and a copy of the conditions of hire,  
please contact

Mrs Edith Black

Tel: **01242 583001**

E mail: [standrews.bookings@urcic.org.uk](mailto:standrews.bookings@urcic.org.uk)