



## HALL HIRE AND EVENT RATES

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For more information see [www.wgcvenuespace.org](http://www.wgcvenuespace.org)

To view the halls or check availability call reception  
Mon - Weds, Friday, Saturday 9AM-5PM

# Westbourne Grove Church VenueSpace



**MAIN HALL - with lobby and kitchen access**  
Capacity up to 200 at tables, 220 lecture / audience

## CHILDRENS PARTY BOOKINGS

MONDAY	1:30 – 6:00	£300	Childrens Party Period	Includes setup of childrens tables and chairs for up to 40.  Use of kitchen.
TUESDAY	(*or lunchtime 4.5 hour block if preferred)			
WEDNESDAY				
THURSDAY	9:00 – 1:30			
THURSDAY	1:30 – 6:00			
SATURDAY	9:00 – 1:30	£450		
SATURDAY	1:30 – 6:00	£300		
SUNDAY	3:00 – 7:00	£300		
Additional hours for afternoon periods can be booked at a cost of £65/hr (£100/hr on Saturday) if the time is not already allocated.				
On some Saturdays the venue may offer	9:00 - 12:15 (1:15 in lobby, shared transit)	£150	Only offered if 12 step lunchtime meeting in main hall	Includes setup of childrens tables and chairs for up to 40.  Use of kitchen.
	2:15 - 6:00	£350		

## COMMUNITY BOOKINGS GUIDE RATES

WEEKDAY	9:00am – 11:00pm	£50-75/hour	Occasional and regular bookings	Outside of party periods and not Fri/Sat.
SUNDAY	3pm-10pm	£75/hour	Minimum 4 hours. On Sunday sound level and food restrictions apply, not for functions.	

## BUSINESS BOOKINGS GUIDE RATES

WEEKDAY	9:00am – 11:00pm	£120/hour	In party and event periods minimum 4 hour block applies.
SATURDAY	9:00am – 11:00pm	£150/hour	

## EVENTS GUIDE PRICE RANGE

MON-THURS EVE	6:00pm – 11:00pm	£250-500	Without kitchen + PA	Mon-Thurs 89dBA background music  Fri-Sat 93dBA moderate dance music
MON-SAT EVE	6:00pm – 11:00pm	£500-1200	Incl kitchen and PA	
MON-SAT PM/EVE	2:00pm – 11:00pm	£800-1600		
Extra options, setup from 9 or previous evening, use of both floors	6pm-11pm prev. day 9 am – 11 pm	£1200-2500		Complex events, eg changeover from wedding to reception >80, plating up >120, children at event, may require use of upstairs.

All rates include free use of tables and chairs, 2 radio mikes, room and stage lights, hot water urn.

**The church is not a loud music venue.** Sound level strictly controlled by limiter or engineer.

Event limit Fri/Sat 93dBA is moderate dance music. General limit 89dBA conference/background music.

Community users are responsible for clearing and sweeping the rooms after use.

# Westbourne Grove Church VenueSpace



## SMALL HALL SUITE - Incl Small Kitchen and Creche Capacity 20-40 boardroom, 70 at tables, 100 lecture *[Sound level and catering restrictions apply]*

### CHILDRENS PARTY BOOKINGS

MONDAY	2:00 – 6:00	Donation	Childrens Party Period	Includes setup of childrens tables and chairs for up to 32.  Use of kitchen.  Donation slots are not intended for use with hired entertainers.
TUESDAY	1:30 – 6:00	£150		
THURSDAY	9:00 – 1:30	£150		
THURSDAY	1:30 – 6:00	£150		
FRIDAY	2:00 – 6:00 (any 4 hours slot from 11am)	£150		
SATURDAY	9:00 – 12:15 (crèche till 1:15)	Donation		
SATURDAY	2:15 – 6:00 (crèche from 1:15)	£200		
Additional hours for afternoon slots can be booked at a cost of £40/hr (£50 on Sat PM) if the extension time is not already allocated. The partition can be opened for an additional charge of +£50, if the partition room is not already allocated.				

### COMMUNITY BOOKINGS GUIDE RATES

WEEKDAY	9am - 11pm	Small Hall £30/hour partition open Creche £20/hour Suite £30-50/hour	Occasional and regular bookings	Outside of party periods
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### BUSINESS BOOKINGS GUIDE RATES

WEEKDAY	9am - 11pm	Small Hall £60/hour partition open Creche £30/hour Suite £75/hour	Occasional bookings  In party periods minimum 4 hour block applies.
SATURDAY	9am - 11pm	Suite £100/hour	

The small hall sound limit is 87dBA suitable for presentation, moderate film soundtrack or music.

The small hall is not suitable for function catering and music PA may not be used, book main hall.

The small kitchen is suitable for limited reheat, catering burners may not be used, book main hall.

Community users are responsible for cleaning and hoovering the rooms after use.

## RESOURCES PRICE LIST

FURNITURE / GENERAL	Quantity Available	Commercial Rate	Charity/ Community
Chairs / Tables	200 / 30	FOC	FOC
Ice Bins	2 large 4 medium	FOC	FOC
Crockery and Cutlery Plates 8/10/11inch, Soup plate, main and dessert cutlery. Return dirty +33%	150	£0.25 main plate £0.10 other plate / serving crockery £0.10 cutlery pairs	
Glassware: Highball Tumbler, Wine - Balloon and Flute. Return dirty +33%	300	£0.10 each glass	
Good quality white linen table cloths	No limit if prebooked	£4	
Good quality white linen napkins 55cm square	No limit	£1:20	
<b>*** CATERING UTENSILS CAN BE USED FOC IF AVAILABLE BUT ARE NOT GUARANTEED ***</b> <b>*** THERE IS A DEPOSIT OF £100 FOR USE OF VENUE RESOURCES ***</b>			

PRESENTATION EQUIPMENT	Quantity	Commercial	Charity/ Community
Compact Projector 2000 lumens / Professional 3000 lumens / 2m screen	1	£30	£20
Main Hall Large Projectors 5000 lumens	1 or 2	£60 / 80	£30 / 40
Equipment - Laptop (Windows 7 / MS Office)	1	£20	£15
Equipment - TV/VCR/DVD unit	1	£20	£10
Flipchart	4	£5	£5
<b>*** FOR BEST PROJECTION BRING YOUR OWN LAPTOP AND DESIGN TO 1024x768 PIXELS ***</b>			

<b>AUDIO EQUIPMENT / SETUP *4 hours hire*</b>	<b>Quantity</b>	<b>Commercial</b>	<b>Charity/ Community</b>
<b>Portable PA 1: CD iPod + basic speech amp.</b> Small PA box (50 watts) for 1 radio mike or headset, CD player, minijack:- plug-in for iPod laptop etc. Music eg childrens parties, fitness class to 40 people. Background music for groups. Basic speech PA for up to 80 people.	1	£20	£10
<b>Portable PA 2: Basic live music or louder iPod.</b> 100 Watt Laney powered speaker with 1 mike or 1 instrument jack input + 100 Watt Peavey powered speaker with 1 mike and 3 instrument.	1	£50	£25
<b>PA Option 1: Larger presentations, louder/fuller music for classes and events.</b> Mobile PA rack with two 500 watt high resolution speakers, twin CD decks, limited to room sound limit. Freestanding PA unit for radio mike, DJ or iPod. Music: Background music or DJ system for larger events/classes. Speech: Presentations for 40 - 200 people.	1	£120	£60
<b>NOTE FOR STAFF: The mobile rack does have a Yamaha 16 channel mixer on the top surface. This should not be hired to clients for functions and events. By discussion with Phil agreed users such as known local churches and organisation may be given access to it.</b>			
<b>PA Option 2:</b> <b>Whitespace PA - no cables visible.</b> <b>Wireless equipment and invisible room speakers.</b> Main PA system with 2 radio mikes, 1 headset and 1 instrument pack. 3 built in high quality speakers.	1	£200	£150
<b>PA Option 3: Use of main hall PA with operator</b>  <b>Main Hall PA Full: As above house mixer + setup for band use + 4-8 hours operator time.</b>	1	£200	£150
<b>Rebuild pricing to include setup plus 2 hours operator time, additional time extra.</b> <b>Setup for band to include extra cost, and time statement for client.</b>			
<b>PA technical support / operator time</b>		<b>£30/hour</b>	<b>£20/hour</b>

	Chiayo Portable CD/iPoD 100 watt	Chiayo Radio Mike	Chiayo Headset	Mobile PA unit. Twin CD +iPod LIMITER	Two White Freestanding 500 Watt High Quality PA Speakers	Main PA radio: 2 mikes	Main PA mixer + wall speakers +1headset 1 instrmnt pack	Main PA mixer + black speakers on stands (bass thru wall speakers)
Port PA1	X	X	X					
Port PA2	Peavey and Laney powered speakers							
Option 1		X	X	X	X			
Option 2						X	X	
Option 3						X		X

<b>STAGE / LIGHTING</b>	<b>Quantity Available</b>	<b>Commercial Rate</b>	<b>Charity/ Community</b>
Staging 2 x 1 metre sections	Small1-3	£45	£30
	Large4-6	£90	£60
Ambient lights colour wall wash, static	1	£60	£40
Dance floor lights / laser	1	£60	£40

<b>MUSICAL EQUIPMENT</b>	<b>Quantity Available</b>	<b>Commercial Rate</b>	<b>Charity/ Community</b>
Congas and Bongos	Pair	£30	£20
Piano (Kawai CA9 Electric)	1	£30	£20

<b>CATERING (China Plates and Mugs, Stainless Cutlery)</b>	<b>Quantity Available</b>	<b>Commercial Rate</b>	<b>Charity/ Community</b>
Tea / Coffee / Juice / Water Served in Room, per head / half day	Any	£1.20	£0.80
Tea / Coffee Collected from Lobby Servery, disposable cups	Any	£0.75	£0.50
Biscuits with above	Any	£0.25	£0.15
Cafetiere ground coffee with above	On rqst	£0.50	£0.30
Tea / Coffee Access to Kitchen to serve own drinks - use of hot water boiler	Any	FOC	FOC
Breakfast / Dessert Pastries (Ottolenghi)	On rqst	£5	£3
Prepacked Sandwiches / Canned Drinks / Fruit	On rqst	£10	£7
Cold Food - Local Delicatessen Sandwiches Salads, Cold Tarts (Toms, Ottolenghi, Daylesford, Tavola, Carluccios) (min 5 days notice)	On rqst	£13	£10
Basic Pasta Based Hot Meal	On rqst	£15	£10
Hot Food - Local Delicatessen Order (min 5 days notice)	On rqst	£18	£14

<b>ROOM SIZES AND CAPACITIES</b>	<b>Size in Metres</b>	<b>Room Maximum Persons</b>	<b>Lecture / show style seating</b>	<b>Loose chairs/ comfortable standing</b>	<b>Seated at tables</b>
Main Hall (200 Chairs and 30 Tables)	17 x 12	250	160 - 220	100 - 200	100 - 200
<p>180 chairs allows good circulation aisles, and a good stage space at the front of the hall            Additional rows can be added to increase this to 220, space will be restricted.            The room maximum of 250 allows for personnel "on stage", standing ushers etc.            4.9 metres high, 4.4 metres clearance under lights on bar. 2.3 metres under overhangs</p>					
Lobby	8 x 8 + porch	80	N/A	40 - 60	30 - 60
Small Hall (End section not included) 2.5 metres high in recesses, 2.25 metres to beams	6.5 x 8 - 10	70	50 - 70	40 - 60	30 - 60
Small Hall (Partition removed, whole room)	11 x 8 - 10	100	70 - 100	60 - 80	50 - 70
Creche	6 - 8 x 4.5	35	N/A	20 - 25	15 - 32 (children)
<ul style="list-style-type: none"> <li>• Maximum ground floor guests 200/220</li> <li>• Maximum first floor guests 100</li> </ul> <p>The ranges above indicate the range from spacious, to dense, use of the capacity</p>					