



St. Marylebone Parish Church
17 Marylebone Road
London NW1 7LT

Church Room Hire 2018

The Parish Church
The Crypt Hall
The Browning Room
The Undercroft
Seminar Rooms

All enquiries should be addressed to the Parish Office, in the first instance. 020 7935 7315 or parishoffice@stmarylebone.org

Room Hire Rates

The Parish Church **£900.00** per day (up to 5 pm)

Main Space **£450.00** per 4 hours (minimum let)

(9 am - 1pm or 1 - 5 pm)

£100.00 per additional hour

For separate table of fees applies to weddings, memorial services and funerals.

Browning Room **£150.00** (up to 5 pm) whole day booking

or **£50.00** per two hours (minimum let)

Undercroft **£25.00** per additional hour or part hour

Crypt Hall **£320.00** per day (up to 5 pm)

£160.00 per half day (9 am-1 pm or 1-5 pm)

(minimum let)

£75.00 per additional hour or part hour

Seminar Rooms **£125.00** whole day booking (up to 5 pm)

£50.00 per two hours (minimum let)

£25.00 per additional hour or part hour

Anything outside of the working day (9 am - 5 pm) will be charged at an additional £25 per hour to the hire rate.

Equipment Hire

Organ

£125.00 per event (*Use of the Rieger Organ is at the sole discretion of the Rector and under the supervision of the Director of Music.*)

Grand Piano

£100.00 per event (*The Blüthner Model 4 Grand Piano Serial Number 135357 was fully rebuilt in*

Blüthner's Leipzig workshops in 2015. If you want the piano to be tuned before a concert, this must be arranged via the Director of Music. An additional fee for tuning will be payable.

Electronic Keyboard

£30.00 per event

Parking

A very limited amount of parking (which must be booked in advance) may be available at the parish church at

£20.00 per space per day

Food & Beverage Rates

Our preferred caterer for catered events including lunch/supper (hot and cold) is Hubbub. Please make your requirements known at the time of discussing a booking.

Sandwich Lunch

Sandwiches - Meat, Fish, Veg selection; Crisps; Fruit – grapes and Satsumas; Fruit juice, water; Cake; Tea/Coffee

£12.50 per head

Wine with meal extra £3.50 per person (1 glass then pro rata)

Tea/Coffee/Water & Biscuits per sitting

£2.50 per head

Tea/Coffee/Water & Biscuits through the day

£5.00 per head

Cake in addition to biscuits

Add to Tea/Coffee price £1.50 per head

Music

The parish church has a high reputation for the quality of its music and the ten voice professional choir is available for all events.

Please note that ANY audio or video recording of a service, apart from still photography, will increase the music fee by 50%. There are no exceptions.

There is a separate table of charges and fees for all services, choir, instrumentalist and other music fees.

Concerts

These are held at the Rector's discretion. Concerts can be arranged whereby the PCC receives at least 50% of the takings at the door or £250.00 whichever is the greater. This applies *only* for unticketed events where a donation invited from the audience.

Additional PRS permission may be sought and doing so is the responsibility of the hirer.

Invoicing

Customers will be invoiced by our Finance Department.
Payment must be made electronically using the following details:

Account Name:	St Marylebone Parish Church
Sort Code:	20-03-79
Account No.:	50808210
IBAN	GB27 BARC 2003 7950 8082 10
SWIFTBIC	BARCGB22

All Wedding/Thanksgiving/Memorial Service bookings are to be to be paid for one month in advance.

A non-returnable Deposit of £500 is payable at the time of booking.

For bookings where the total cost exceeds £2000.00, cancellation of an event up to one month before the event date will be charged at £1000.00. Cancellations within a month of the event date will be charged at £2000.00.

Funeral Fees & Charges will be usually be invoiced to the Funeral Director.

The use of the building, its rooms and equipment, is at the sole discretion of the Rector and the Churchwardens. St. Marylebone Parish Church is a Christian place of worship and only those events deemed not to be contrary to our understanding of Christian faith will be welcomed.