



**St Marylebone**  
*Parish Church*

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

# **Parish Church & Room Hire**

## **2019**

**The Parish Church**  
**The Crypt Hall**  
**The Browning Room**  
**The Undercroft**  
**Equipment Hire**  
**Catering**

All enquiries should be addressed to the Parish Office, in the first instance.  
020 7935 7315 or [parishoffice@stmarylebone.org](mailto:parishoffice@stmarylebone.org)

## Room Hire Rates

**The Parish Church** **£1000.00** per day (up to 5 pm)  
*Main Space* **£500.00** per 4 hours (minimum let)  
(9 am - 1pm or 1 - 5 pm)  
**£125.00** per additional hour

*These rates do not apply to weddings, memorial services, funerals, carol services, etc.  
Please ask about rates for these.*

**The Browning Room** **£160.00** (up to 5 pm) whole day booking  
*or* **£60.00** per two hours (minimum let)  
**£30.00** per additional hour or part hour

**The Undercroft** **£140.00** (up to 5 pm) whole day booking  
*or* **£50.00** per two hours (minimum let)  
**£25.00** per additional hour or part hour

**The Crypt Hall** **£350.00** per day (up to 5 pm)  
**£175.00** per half day (9 am-1 pm or 1-5 pm)  
(minimum let)  
**£75.00** per additional hour or part hour

*Anything outside of the working day (9 am - 5 pm) will be charged at an additional  
£50 per hour to the hire rate.*

## Equipment Hire

**Organ** **£155.00** 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 re-tuned before a concert, this must  
be arranged via the Director of Music. An additional fee of **£85.00** for tuning will be  
payable.*)

**Electronic Keyboard** **£30.00** per event

## **Screens and Projectors and Video Camera**

*In the autumn of 2018, twin large screens and two projectors were added at first floor Gallery level. Images displayed on these screens can be seen from every seat in the building and their use can greatly enhance an event at St Marylebone. If you wish to use the equipment you will need to arrange a preparatory visit to discuss use with the Buildings' Manager. You will also need to designate a member of your staff/volunteer team to operate the equipment during your event. The system can be linked up to a laptop for projection in addition to video relay use.*

**Projector, Screens and Video Camera** £100.00 per event

## **Sound System**

*The parish church and Crypt Hall have integrated sound systems. These systems can be made available at no extra cost during your event by prior arrangement.*

## **WiFi**

*The parish church has WiFi access throughout the building. Please ask for the user code prior to your event booking.*

## **Parking**

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

**£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.*

## **Licensed Premises**

*St Marylebone Parish Church is a Licenced Premise under the Licensing Act 2003 and the Alcoholic Liquor Duties Act 1979 (17/14524/LIPN). **The Premises Licence is available from:** The Parish Office, St Marylebone Parish Church, 17 Marylebone Road, London, W1G 6DQ or [parishoffice@stmarylebone.org](mailto:parishoffice@stmarylebone.org) or 02079357315. If you wish to sell alcoholic drinks during your event you must comply with the Licensing Regulations and pay St Marylebone Parish Church for being able to do so.*

**Sale of Alcoholic Beverages Fee** £75.00 per event

## Refreshments

### 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. A separate PRS form will be supplied by us for the hiring to complete.*

## **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.*

4<sup>th</sup> January 2019