



**S<sup>t</sup>Marylebone**  
*Parish Church*

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

# **Parish Church & Room Hire**

## **2023**

**The Parish Church**  
**The Samworth Hall**  
**The Browning Room**  
**The Howard de Walden Room**  
**The Hamel Cooke Room**  
**St Marylebone Art Space**  
**Equipment Hire**  
**Catering**

All enquiries should be addressed to the Parish Office  
020 7935 7315 or [parishoffice@stmarylebone.org](mailto:parishoffice@stmarylebone.org)  
Bookings accepted at the Rector's discretion

## Room Hire Rates

### The Parish Church

Capacity: 850      **£1,500.00** per day (up to 5 pm)  
*Main Space*      **£750.00** per 4 hours (minimum let)  
   (9 am - 1pm or 1 - 5 pm)  
   **£200.00** 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**      **£400.00** for whole day booking (up to 5 pm)  
**Room**      **£250.00** (9 am – 1 pm or 1–5 pm)  
*ground floor*      **£50.00** per additional hour or part hour

Capacity: 30 seated, 50 standing

**The Howard de Walden Room**      **£300.00** whole day booking (up to 5 pm)  
**Room**      **£150.00** per half day (9 am-1 pm or 1-5 pm,  
*crypt level*      minimum let)

Capacity: 24 seated, 40 standing

**£40.00** per additional hour or part hour

**The Samworth Hall**      **£600.00** per day (up to 5 pm)  
**Hall**      **£300.00** per half day (9 am-1 pm or 1-5 pm,  
*crypt level*      minimum let)

Capacity: 40 seated, up to 80 standing

**£100.00** per additional hour or part hour

**Art Exhibitions in The Samworth Hall**      Please refer to our brochure '*St Marylebone Art Space*' if you would like to exhibit artwork in our gallery space.

**The Hamel Cooke Room/Kitchen**      **£250.00** per event (limited availability)  
*crypt level*

## Equipment Hire

**Rieger Organ**                    **£200.00** per event

*(NB: The Rieger Organ will be out of use between 10<sup>th</sup> July and 3<sup>rd</sup> September 2023)*

**Škrabl Organ**                    **£100.00** per event

*(Use of the Rieger Organ and the Škrabl 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 **£90.00** for tuning will be payable.*

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

## Screens and Projectors and Video Camera

*Large twin screens and two projectors are sited 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**            **£120.00** per event

**Video Camera**                    **£50.00** per event

**Live Streaming**                    **£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

**To hire tablecloths £5 each**

**To hire glasses 50p each**

## **Food & Beverage Rates**

*Our preferred caterers for catered events including lunch/supper (hot and cold) are Hubbub or Spinnaker Events. Please make your requirements known at the time of discussing a booking.*

## **Licensed Premises**

*St Marylebone Parish Church is a Licensed 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 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**

The parish church is happy to cater for your event, using our preferred caterers, *Hubbub Catering* or *Spinnaker Events*. Please discuss any catering requirements at the time of booking.

### **Sandwich Lunch £12.50 per head**

Sandwiches - meat, fish, veg selection; crisps; fruit – grapes and satsumas; fruit juice, water; cake; tea/coffee

*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**

Bottle of Prosecco **£20.00**

Bottle of Wine **£15.00**

### **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. Please discuss your requests with him.

*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: The Ecclesiastical Parish of St Marylebone with  
Holy Trinity, St Marylebone  
Sort Code: 20-03-79  
Account No.: 50808210

*All Wedding/Thanksgiving/Memorial Service/Carol 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 £2,000.00, cancellation of an event up to one month before the event date will be charged at £1,000.00.*

*Cancellations within a month of the event date will be charged at £2,000.00.*

*Funeral Fees & Charges will 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.*