

St Marylebone Parish Church Room Hire

2023/24



Meeting Rooms

Art Space

Performance Space

Equipment Hire

Catering

Contact:

buildings@stmarylebone.org

020 7935 7315

www.stmarylebone.org

St Marylebone Parish Church,
17 Marylebone Road, London, NW1 5LT

Why St Marylebone Parish Church?

What we offer

We welcome bookings from charities and the voluntary sector, as well as the public and private sectors.

We offer:

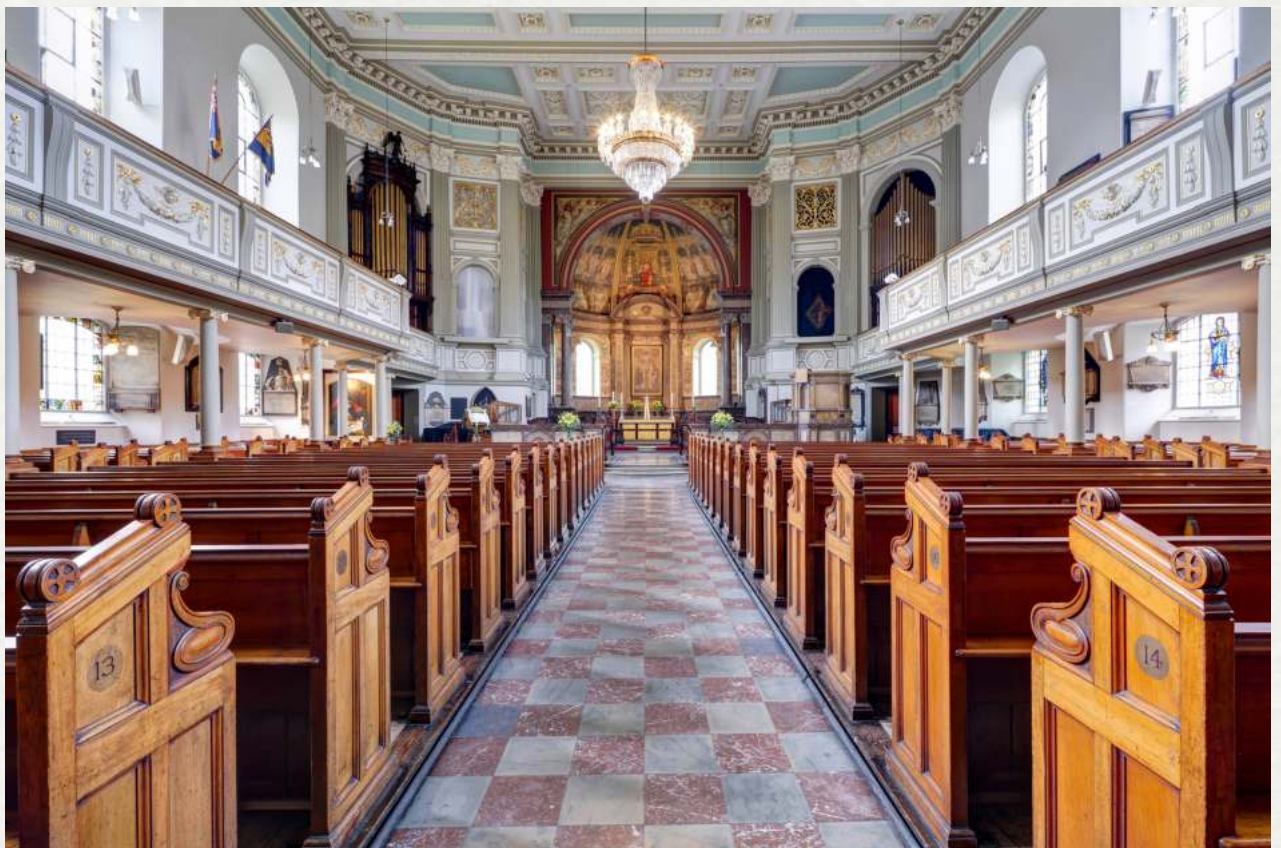
- flexible, experienced and helpful staff to assure you a problem-free function
- full accessibility for wheelchair users
- full-day or half-day bookings
- a full service seven days a week
- superfast Wi-Fi
- excellent catering
- a convenient central London location with good transport links.

So, whether you need a small meeting room for two, a training room for twenty, or a large performance space for up to 200 delegates, choose St Marylebone Parish Church.

Rooms to Hire

The Parish Church

- Available for concerts, carol services, graduations, lectures, presentations, weddings, funerals, and memorial services.
- Ground floor seats 488 people (comfortably)
- First and Second Floor Galleries seat 362 people
- Extra chairs will increase the seating capacity to 1000



Rooms to Hire

The Samworth Hall

- Well-presented space in the crypt
- Available for meetings, conferences, receptions
- Seats 40 people, standing reception up to 80 people



The St Marylebone Art Space

- The St Marylebone Art Space is within the Samworth Hall
- For enquiries about exhibiting in the Art Space, please contact Claire Pinney at parishoffice@stmarylebone.org



Rooms to Hire

The Browning Room

- Available for smaller conferences, meetings, and receptions
- Seats up to 30 people
- Doors to East Vestibule can be opened to allow overspill of guests for catering and reception purposes



Rooms to Hire

The Howard de Walden Room

- Available for smaller conferences and meetings
- Seats up to 24 people, standing reception of up to 40 people



Rooms to Hire

The Hamel Cooke Room

- Available for catering space
- Fully equipped kitchen with cooking and storage facilities
- Please consult the "Catering" section of this brochure for more information about the catering services we can facilitate and provide.



Price List

Room	Per Day (9:00-17:00) £	Per Half Day (9:00-13:00 or 13:00-17:00) £	Additional charge per hour £
Main Church	1500	750	200
Browning Room	400	250	50
Howard de Walden Room	300	150	40
Samworth Hall	600	300	100
Art Space	Please refer to our brochure <i>Art in Marylebone</i> if you would like to exhibit artwork in our gallery space.		
Hamel Cooke Room	£250 per event (limited availability)		

Equipment Hire

Music

Instrument	Cost per Event (£)
Rieger Organ	200
Skrabl Organ	100
Grand Piano	100 Can be retuned before an event for additional fee of £120
Electronic Keyboard	30

Equipment Hire

Audiovisual Equipment

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.

Equipment	Cost per Event (£)
Projector and Screens	120
Video Camera	50
Live Streaming	100
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.

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

WiFi

Fast Fibre WiFi is available throughout the entire building. Please ask for the user code prior to your event booking.



Catering

To hire tablecloths: £5 each

To hire glasses: £0.50 each

Food and Beverage Rates

Our preferred caterers for events including lunch/supper (hot and cold) are Hubbub and Spinnaker. However, you are welcome to use the caterer of your choice. Please make your requirements known at the time of discussing a booking.

For smaller events, we can arrange in-house catering.

Sale of Alcoholic Beverages

Cost: £150 per event

St Marylebone Parish Church is a Licensed Premise under the Licensing Act 2003 and the Alcoholic Liquor Duties Act 1979. 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.

In some circumstances, we can provide a bar service. Please enquire about this at the time of discussing a booking.

Refreshments

Refreshment	Price per head (£)
Sandwich Lunch Sandwiches – meat, fish, veg. selection; crisps; fruit – grapes and satsumas; fruit juice, water; cake; tea/coffee	12.50
Wine with meal (125ml glass)	Additional £3 (1 glass then pro rata)
Tea/Coffee/Water and Biscuits (per setting)	2.50
Tea/Coffee/Water and Biscuits (through the day)	5.00
Cake	1.50

Music

The parish church has a high reputation for the quality of its music and the ten-voice professional choir is available for all services or other 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 to this).

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

Terms and Conditions

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.

Deposits and Cancellation Policy

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

