



# CAVERSHAM THAMESIDE AND MAPLEDURHAM

ST PETER | ST MARGARET | ST JOHN

## Use of Buildings Policy

The Parish is happy to let out its buildings for events unconnected to our churches, subject to suitability and availability. The buildings available are our three churches and Church House, which is a parish property in the centre of Caversham (57-59 Church Street).

Since these are precious and historic buildings, we ask that you treat them with respect, adhering to all the stipulations we make. We will require some information regarding the type of event and the nature of the organisation running it.

Sometimes hire can be arranged free of charge. More usually we will make a reasonable charge. The buildings offer facilities as follows:

	<a href="#">St Peter</a>	<a href="#">St Margaret</a>	<a href="#">St John</a>	<a href="#">Church House</a>
<b>Type of building</b>	Church	Church	Church	First floor hall
<b>Capacity</b>	300	80	300	65
<b>Seating etc</b>	Church pews	Church pews	Moveable chairs	Moveable chairs and tables
<b>Suitable for</b>	Concerts, services, lectures	Concerts, services, lectures	Concerts, services, meetings, lectures, dances	Meetings, lectures, parties, group activities
<b>PA</b>	Yes	Yes	Yes	No
<b>Wifi</b>	Yes	No	No	Yes
<b>Use of organ</b>	By arrangement	By arrangement	By arrangement	N/A
<b>Kitchen</b>	Yes	Yes	Yes	Yes
<b>Cutlery/crockery</b>	No	No	Cups & saucers	Yes
<b>Parking</b>	Street parking only	Small car park	Street parking only	2 spaces
<b>Disabled parking</b>	4 spaces	No	1 space (street)	1 space
<b>Wheelchair access</b>	Yes, internal ramp	Yes, internal ramp	Yes, external ramp	Yes, platform lift
<b>Accessible toilet</b>	No	Yes, but outside	Yes	Yes

Arrangements for hiring the buildings vary. Click the relevant building name for details

Date written	2015
Review date	2018



## Booking Policy and Prices

Address: **St Peter's Church, The Warren, Caversham, RG4 7AQ**

Managed by: **St Peter's Church Leadership Team**

St Peter's Church is particularly suitable for events such as concerts or special services.

We make a charge for the hire to cover heating and for the administration required to arrange the hire.

Our charges are as follows:

Church Hire (up to 4 hours)	Summer (BST)	£ 50
	Winter (GMT)	£ 75
Church Hire (all day)	Summer (BST)	£ 75
	Winter (GMT)	£ 125
Use of organ or piano	Subject to prior agreement	£ 50 per day
Concert front of house services	eg: greeting and issuing programmes	£ 25 per event
Use of Kitchen facilities		£ 25 per day

**A refundable deposit of £50 is payable in advance.**

Applications to use the building must be made on the **booking form (Microsoft word document)**, which should be returned to the church bookings co-ordinator. The contact details are on the form.



# ST MARGARET MAPLEDURHAM

## Booking Policy and Prices

Address: **St Margaret's Church, Mapledurham, RG4 7TR**

Managed by: **St Margaret's Church Leadership Team**

St Margaret's Church is particularly suitable for intimate events such as small recitals or special services.

We make a charge for the hire to cover heating and for the administration required to arrange the hire.

Our charges are as follows:

Church Hire (up to 4 hours)	Summer (BST)	£ 50
	Winter (GMT)	£ 75
Church Hire (all day)	Summer (BST)	£ 75
	Winter (GMT)	£ 125
Use of organ or piano	Subject to prior agreement	£ 50 per day
Concert front of house services	eg: greeting and issuing programmes	£ 25 per event
Use of Kitchen facilities		£ 25 per day

**A refundable deposit of £50 is payable in advance.**

Applications to use the building must be made on the **booking form (Microsoft Word document)**, which should be returned to the church bookings co-ordinator. The contact details are on the form.



## Booking Policy and Prices

Address: **St John the Baptist Church, St John's Road, Caversham, RG4 8EB**

Managed by: **St John's Church Leadership Team**

The Church Leadership Team are keen to see this wonderful building used to its potential. However using the building does cost money and as a church we have limited resources. Therefore the CLT have devised a policy on the use of the building and how that will be paid for.

For Church ('internal') events (and rehearsal time) the costs of the use of the building will be paid for from general church funds. For the avoidance of doubt Church 'internal' events are regular services and events on the Church Calendar as agreed by the CLT and published, excluding any events marked as external. Money raised in church events and services will normally be for general church funds unless otherwise agreed with the CLT, e.g. the CLT may agree to a collection for charity during a service.

For events which are run in 'partnership' with the church, organisers should agree at the outset with the church bookings team how any costs will be met and how any funds raised will be distributed.

For 'external' events run by organisations outside the church using our building, charges will be made to cover the costs of the running the building. Our charges are as follows:

Church Hire (hourly rate)	£ 12
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**A refundable deposit of £50 is payable in advance.**

Applications to use the building must be made on the **booking form (Microsoft Word document)**, which should be returned to the church bookings co-ordinator. The contact details are on the form.



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## Church House Booking Policy and Prices

Address: **Church House, 59, Church Street, Caversham, RG4 8AX**

Managed by: **Church House Leadership Team**

Church House is a parish property in the centre of Caversham. A first floor hall is available for hire to members of the public.

Our charges are as follows:

Hall Hire Including use of Kitchen	Single booking <b>Daytime &amp; Evening</b>	£24 first 2hrs; £12/hr or part thereafter
	Regular booking (discounted rate) <b>Daytime</b>	£9 first 2hrs; £4/hr or part thereafter
	Regular booking (discounted rate) <b>After 6pm</b>	£10.50 first 2hrs; £4/hr or part thereafter

To book please email the **Parish Office** [[link to secretary@ctmparish.org.uk](mailto:secretary@ctmparish.org.uk)] or call 0118 947 1703.