



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:

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

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

Policy reviewed & updated	23 May 2018
Next review date	2021



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		n/a

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)	£20
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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 Daytime & Evening	£28 first 2hrs, £14/hr or part thereafter
	Regular booking (discounted rate) Daytime	£13.00 first 2hrs, £6/hr or part thereafter
	Regular booking (discounted rate) After 6pm	£14.50 first 2hrs, £6/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.