



## ROOM HIRE INFORMATION

### MAIN HALL

**i**

- Seating for up to 250 people (theatre style)
- Fully air conditioned
- Multi-media available
- PA System
- Full disabled access

**£**

**£44/hour**

**£38.50/hour for charities**

(Mon - Fri, 9am - 4pm)

**£60.50/hour**

**£55/hour for charities**

(Evenings and weekends)

The room can be set out as required (theatre style, board room, banqueting tables, empty space), we can also section off the room using curtains to create breakout spaces.

**A PA & Multimedia Operator can be provided at £15/hour + 1 hour set up/tear down - Subject to availability.**

For more complex PA we will need to hire in a team to run PA and these costs will be passed on to the hirer.

We also ask you email us to let us know how you would like the room laid out (you are welcome to pre-visit to chat through this).

### HALF THE MAIN HALL (CURTAINED OFF)

**i**

- Air conditioned
- Seminar style, board room or round coffee tables layout
- Multi-media available
- Full disabled access

**£**

**£22/hour**

**£16.50/hour for charities**

(Mon - Fri, 9am - 4pm)

**£38.50/hour**

**£33/hour for charities**

(Evenings and weekends)

### SEMINAR ROOM

**i**

- Seating for up to 20 people
- Seminar style, board room or round coffee tables layout
- Multi-media facility
- Full disabled access

**£**

**£11/hour**

(no evening or weekend hire unless included with other room hire).

# CHILDREN'S ROOM

i

- Seating for up to 20 people
- Seminar style, board room or round coffee tables layout
- Multi-media facility
- Full disabled access

£

**£11/hour**

(no evening or weekend hire unless included with other room hire).

# CRÈCHE

i

- Full disabled access

£

**£11/hour**

(no evening or weekend hire unless included with other room hire).

## UPSTAIRS

# THE LOFT

i

- Seating for up to 40 people
- Basic kitchen facilities
- Multi-media and PA available
- The room can be set out as required (seminar style, board room, coffee tables, empty space)
- Fully shuttered windows enabling multimedia presentations during the day
- **NO DISABLED ACCESS**

£

**£22/hour**

**£16.50/hour for charities**

(Mon - Fri, 9am - 4pm)

**£38.50/hour**

**£33/hour for charities**

(Evenings and weekends)

# UPPER HALL

i

- Seating for up to 100 people
- Overhead projector available (use own laptop)
- The room can be set out as required (theatre style, board room, banqueting tables, empty space)
- **NO DISABLED ACCESS**

£

**£22/hour**

**£16.50/hour for charities**

(Mon - Fri, 9am - 4pm)

**£38.50/hour**

**£33/hour for charities**

(Evenings and weekends)

Public Liability Insurance - users of rooms will need to hold Public Liability Insurance, please provide a photo or scan of your current Public Liability Insurance cover. If you do not hold Public Liability Insurance please let us know. You can email at a later stage to [admin@thekingscentre.com](mailto:admin@thekingscentre.com)

The King's Church Halifax is a charity registered in England & Wales | Charity Number 701196

# REFRESHMENTS & CATERING

## Teas & Coffees - £1 Per Head

### KING'S COFFEE HOUSE CATERING

<b>Option</b>	<b>Catering</b>	<b>Price (per head)</b>
Option 1	Selection of Cakes	£2
Option 2	Choice of sandwiches & Cakes	£4
Option 3	Choice of sandwiches & Cakes + a selection of savoury finger foods	£7.50
Option 4	Choice of sandwiches & Cakes, a selection of savoury finger foods + a selection of salad	£10
Option 5	Vegan/Gluten/Halal on request	tbc