



St. Michael's Church, Galleywood

Building Hire Fees 2026

The Church comprises the main auditorium and two additional rooms called the Martin Room and The Upper Room (seating about 15 people each). A creche room and a kitchen area are also available, and the Vestry (office area) may be used if prior permission is requested. The Martin Room and the Upper Room can be hired separately. Disability toilet facilities are available. See Website for pictures of the premises. <www.stmichaelsgalleywood.org.uk>. Internet is available free of charge.

Heating. The main part of the church is large (seating up to 200), and it is costly to heat. Heating is charged separately if the main auditorium is hired, but heating is included if hiring only the Martin room or Upper Room. The cost to the church to heat the auditorium is between £10-12 per hour dependant on the fluctuating cost of oil. It requires at least 3 hours to 'warm up' the building in the winter and less in other periods. The cost per hour tapers off when it is just a case of maintaining the temperature. The fees below for heating are 'per hire' up to a 5-hour period of hire. Longer sessions will be by agreement.

Fees. Fees are charged from the time that the building is occupied, including for preparation for an event and tidying up afterwards

<u>Room</u>	<u>Hiring Cost</u>	<u>Heating – standard fee per hire</u>
Whole Church	£35 per hour Minimum Hire is 2 hours.	£60 - December to February £45 – March to May Nil – June to August £45 – September to November
Martin Room	£15 per hour	Not applicable
Upper Room	£10 per hour	Not applicable

Registered charities will be charged at 50% of the standard hiring cost and Church members at 25% of the standard hiring cost. Heating costs are not discounted. Church members may discuss some of these fees or heating costs if they have difficulties in meeting the costs.

Preparation of the premises:

The church is normally fitted with chairs in rows facing the stage and altar for church services. Hirers are expected to replace chairs as they found them and to replace tables in

their original positions. If hirers wish personnel from the church to move chairs or replace them after use, then an additional charge of £24 will be made.

Additional Notes:

The Church Council (PCC) reserves the right to refuse a booking under certain circumstances, i.e., if inconsistent with a place of Worship.

The Church is fully protected with security lighting, CCTV cameras and an alarm system. Parking is available but do ask for use of the overflow car-parking facilities if very large functions are anticipated.

All bookings are subject to availability and will defer to a prior booking. In extreme circumstances, the PCC reserves the right to cancel a booking where the church building is required for a Church Activity e.g. Wedding or Funeral. A full refund will be offered and as much notice as is practicable will be given, but the PCC accepts no liability for any losses resulting from the cancellation.

All bookings should incorporate adequate time for setting up before and clearing up after the event. A cleaning charge may be applied if additional cleaning is required.

Charges approved by PCC July 2026

For further details or to book, please contact churchwarden@stmichaelsgalleywood.org.uk