



## room hire pack

Welcome to St. Peters' Vere Street, the home of the **London Institute for Contemporary Christianity!**

You will find inside this pack an introduction to St. Peters', our Nave and Seminar Room booking forms and hire rates, payment details and our conditions of hire.

We hope that our versatile venue can meet your needs!



# An Introduction to St. Peters'

St. Peters' has two hire venues: **the Nave** and **the Seminar Room**.

**The Nave** is a large, open space that forms the body of St. Peters'. It is a beautiful yet flexible space, with its baroque ceiling, white and gold pillars and famous stained glass windows. The space can seat a maximum of 120 people lecture style and 80 for dining and café style seating. Hire of the Nave includes 120 chairs and numerous tables. It is a perfect and atmospheric venue for fundraising events, formal dinners, lectures, seminars and services. It also provides a fantastic rehearsal space for choirs and other performers. We also hire out equipment, including a comprehensive and easy-to-use PA system, a grand piano, a projector and screen and audio recording facilities.



**The Seminar Room** is our board meeting room. It seats up to 15 people around a conference table, or can be rearranged to become a small seminar space for up to 10 people. Equipment for hire includes TV and video facilities, flipchart paper and pens and teleconference facilities. The room also has free WiFi access.



During office hours, various **catering options** are possible for your event. We offer tea, coffee, biscuits and muffins for mid-meeting snacks, and three lunch options: an M&S Sandwich lunch, a Subway Munch Lunch and a Deluxe Pret à Manger lunch. If you need catering for dietary requirements, or if you want to discuss other catering ideas, please contact us.

Out of office hours, or if you would prefer to cater your own event, our **kitchen facilities** are available to hire. We have comprehensive kitchens, including a hirer's fridge, an industrial dishwasher, hot water urns, an oven and hobs and all of the pots, pans and other equipment to accompany it. Hire of the kitchen also includes mugs, tumblers, wine glasses, jugs, crockery and cutlery.

# The London Institute for Contemporary Christianity

St Peter's • Vere Street • London • W1G 0DQ  
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## Room Hire Booking Form – Nave

Please **read** the attached hire conditions and current tariff structure before completing this form. When completing this form please use **BLOCK CAPITALS** and **black ink**. Thank you. *Please turn over for payment information.*

YOUR DETAILS			
Organisation:		Invoice/Correspondence Address:	
Contact Name:			
Telephone Number:			
Email Address:			
EVENT DETAILS <i>(Please attach room plan, running order and timings where appropriate)</i>			
Event Date:		Type of Event:	
Event Start Time:		Event Finish Time:	
Expected Numbers:		Notes/Other Info:	
A. ROOM DETAILS <i>(Please enter all areas required, including sole use if whole building)</i>			
	Nave (VAT Exempt)	Kitchen/catering facilities (+ VAT)	<b>Sole Use</b>
Cost £:			
B. REFRESHMENTS <i>(Subject to VAT @ 20% and available during office hours only)</i>			
	Tea & Coffee	+ Biscuits	+ Cakes/muffins
Times Required:			
Number of Covers:			
Cost £:			
B. LUNCHES <i>(Subject to VAT @ 20% and available during office hours only)</i>			
	Marks & Spencers Classic	Subway Munch Lunch	Pret a Manger Deluxe
Times Required:			
Number of Covers:			
Cost £:			
C. EQUIPMENT <i>(Subject to VAT @ 20% as above)</i>			TOTAL COSTS £
Grand Piano:		Audio Recording:	Non VAT Total (Nave):
Data Projector & Screen:		Flipchart & Pens:	Vatable Total:
Screen:		PA System:	VAT @ 20%:
<b>Equipment Cost:</b>	£		Total Payable:
			Deposit Enclosed: (-)
			Balance Due:
DECLARATION – This must be signed by you for the booking to proceed			
I confirm that I have read and understood the LICC conditions of hire document and accept the responsibilities contained therein. I enclose my 20% non-refundable deposit. (Please make all cheques payable to LICC).			
Name:		Signed:	Date:
FOR LICC OFFICAL USE ONLY		Room Hire:	VAT @ 20%:
Received:		Catering:	Adjusted Total:
Checked:		Equipment:	Less Deposit:
Confirmed:		Sub Total:	Balance to Invoice:
JS2 Action:			LICC Inv Ref:

<b>ROOM HIRE RATES: Nave (Effective from 4<sup>th</sup> January 2011)</b>	<b>Tariff</b>
<b>Nave (Seats 120 Maximum)</b>	
Per Hour	£120.00
Half Day (9.00am – 1.00pm or 1.00pm – 5.00pm)	£400.00
Full Day (9.00am – 5.00pm)	£700.00
<b>Kitchen &amp; Equipment (Plus VAT @ 20%)</b>	
Per Hour	£30.00
<b>Equipment Hire Charges (Plus VAT @ 20%)</b>	
Grand Piano	£60.00
Overhead Projector and Screen	£20.00
Slide Projector and Screen	£20.00
Data Projector and Screen (Office Hours Only)	£55.00
Flipchart & Pens	£15.00
PA (Includes 1 Tie & 1 Hand Held Microphone)	£60.00
Recording onto digital media	£6.50
<b>Office Hours Catering Service (Plus VAT @ 20%)</b>	
Tea & Coffee (one round per person)	£0.90
Tea, Coffee & Biscuits (one round per person)	£1.35
Tea, Coffee and Cakes/Muffins (one round per person)	£1.50
Marks and Spencer's sandwich & Fruit Lunch*	£8.00
Pret a manger Sandwich & Fruit Lunch**	£7.50
Subway Sandwich Lunch***	£7.00
<b>Staffing Costs (Plus VAT @ 20%)</b>	
PA Operator/Other Support (Office Hours Only – Weekend Rates On Application)	£20.00/hr
Attendance Charge (Out of Hours Callouts)	£80.00
Attendance Charge (Second or Subsequent hours)	£25.00/hr
<b>Other Charges</b>	
Heating & Lighting Surcharge	£75.00
Non Return of Keys	£150.00

Registered Charities receive a 50% discount on room hire of the Nave or Seminar Room. Please contact us for further details and pricing prior to completing the booking form.

The dimensions of the Nave are 50' x 30' with a further 20' x 12' for the stage area. The area will seat up to 120 people but can become very cramped. Therefore we recommend a comfortable maximum of around 100 – 110 to allow some circulating space.

#### Catering:

\*Marks and Spencers Lunch includes: A selection of sandwiches with crisps, cakes and fruit. Fruit juice is also provided.

\*\*Pret-a-manger Lunch includes: a selection of baguette slices with various fillings, miniature cakes, crisps and fruit. Fruit juice is also provided.

\*\*\*Subway Lunch includes: a selection of mini subway rolls with cookies and crisps. Fruit juice will also be provided.

# The London Institute for Contemporary Christianity

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## Room Hire Booking Form – Seminar Room

Please **read** the attached hire conditions and current tariff structure before completing this form. When completing this form please use **BLOCK CAPITALS** and **black ink**. Thank you. *Please turn over for payment information.*

YOUR DETAILS	
Organisation:	Invoice/Correspondence Address:
Contact Name:	
Telephone Number:	
Email Address:	

EVENT DETAILS <i>(Please attach room plan, running order and timings where appropriate)</i>	
Event Date:	Type of Event:
Event Start Time:	Time of Arrival:
Event Finish Time:	Time of Departure:
Expected Numbers:	Notes/Other Info:

A. ROOM DETAILS <i>(Please enter all areas required, including sole use if whole building)</i>		
	Seminar (VAT Exempt)	Kitchen (+VAT)
Space Required:		
Cost £:		

B. CATERING <i>(Subject to VAT @ 20% and available during office hours only)</i>				
	Tea & Coffee	+ Biscuits	+ Muffins	Sandwich & Fruit Lunch
Times Required:				
Number of Covers:				
Cost £:				

C. EQUIPMENT <i>(Subject to VAT @ 20% as above)</i>				TOTAL COSTS £	
Flat Screen Projector		TV & DVD:		Non VAT Total (Seminar):	
Flipchart & Pens:		Teleconference:		Vatable Total:	
<b>Equipment Total £:</b>				VAT @ 20%:	
				Total Payable:	
				Deposit Enclosed: (-)	
				Balance Due:	

DECLARATION – This must be signed by you for the booking to proceed		
I confirm that I have read and understood the LICC conditions of hire document and accept the responsibilities contained therein. I enclose my 20% non-refundable deposit. (Please make all cheques payable to LICC).		
Name:	Signed:	Date:

FOR LICC OFFICAL USE ONLY		Room Hire:	VAT @ 20%:
Received:		Catering:	Adjusted Total:
Checked:		Equipment:	Less Deposit:
Confirmed:		Sub Total:	Balance to Invoice:
JS2 Action:			LICC Inv Ref:

<b>ROOM HIRE RATES: Seminar (Effective from 4<sup>th</sup> January 2011)</b>	<b>Tariff</b>
<b>Seminar Room (Seats 15 Maximum)</b>	
Per Hour	£44.00
Half Day (9.00am – 1.00pm or 1.00pm – 5.00pm)	£132.00
Full Day (9.00am – 5.00pm)	£220.00
<b>Kitchen &amp; Equipment (Plus VAT @ 20%)</b>	
Per Hour	£30.00
<b>Equipment Hire Charges (Plus VAT @ 20%)</b>	
Data Projector, Screen, TV and DVD (Office Hours Only)	£55.00
Flipchart & Pens	£15.00
Teleconference Facility, plus call charges, (Office Hours Only)	£55.00
<b>Office Hours Catering Service (Plus VAT @ 20%)</b>	
Tea & Coffee (one round per person)	£0.90
Tea, Coffee & Biscuits (one round per person)	£1.35
Tea, Coffee & Cakes/Muffins (one round per person)	£1.50
Marks and Spencers sandwich & Fruit Lunch*	£8.00
Pret a manger Sandwich & Fruit Lunch**	£7.50
Subway Sandwich Lunch***	£7.00
<b>Staffing Costs (Plus VAT @ 20%)</b>	
PA Operator/Other Support (Office Hours Only – Weekend Rates On Application)	£20.00/hr
Attendance Charge (Out of Hours Callouts)	£80.00
Attendance Charge (Second or Subsequent hours)	£25.00/hr
<b>Other Charges</b>	
Non Return of Keys/Security Deposit	£150.00

Registered Charities receive a 50% discount on room hire of the Nave or Seminar Room. Please contact us for further details and pricing prior to completing the booking form.

#### Catering:

\*Marks and Spencers Lunch includes: A selection of sandwiches with crisps, cakes and fruit. Fruit juice is also provided.

\*\*Pret-a-manger Lunch includes: a selection of baguette slices with various fillings, miniature cakes, crisps and fruit. Fruit juice is also provided.

\*\*\*Subway Lunch includes: a selection of mini subway rolls with cookies and walkers crisps. Fruit juice will also be provided.

Please make cheques payable to LICC Ltd.

**Please write a reference on the back of the cheque as follows:**

**Ref** : **RH {name of hirer} {date of hire DDMMYY}\*  
*E.g.* : *RH LICC 040111***

Payment can be made by BACS. Our details are as follows:

Bank Name : CAF Bank Ltd.  
Sort Code : 40-52-40  
Account Name : LICC Ltd.  
Account No. : 00003077

**Please include a reference as follows:**

**Ref** : **RH {name of hirer} {date of hire DDMMYY}\*  
*E.g.* : *RH LICC 040111***

Please also e-mail [mail@licc.org.uk](mailto:mail@licc.org.uk) informing them of your payment by BACS. This makes sure that your payment is **correctly allocated** to your room hire account.

\* If there is more than one date for your booking form, please note the first date only.

# The London Institute for Contemporary Christianity

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## Conditions of Hire

### General Information

St Peter's is hired out on the understanding that LICCC staff will provide facilities during office hours. Special arrangements must be made for all events that take place outside office hours. Please discuss your requirements with us at the time of booking so that we can make appropriate arrangements.

In order to confirm your booking we must receive a completed booking form from you at least two weeks prior to the event date with a 20% non-refundable deposit. The relevant forms and tariffs are attached. The balance of fees are payable by cheque to LICCC on receipt of invoice. If you are hiring any equipment we will demonstrate, or brief you, on its correct use as appropriate. However you should ensure a competent person is available to operate such equipment during your event; otherwise we can provide staff for an additional fee.

It is important that you include time for setting up and clearing away within the hire period since we can only guarantee access to the hire space during the hours you specify. Please ensure that you have enough people to enable you to do so. If you overrun your booked time, leave the rooms untidy, or do not clear up after your event, an additional cost will be charged.

### Your Responsibilities

Whilst using the premises you are responsible for the following:

#### The security of the premises:

Outside office hours, please make sure that you keep to the following rules:

- Only people who are involved with your event may enter the building.
- You have a member of your organisation manning the front door & reception area **AT ALL TIMES** whilst the front door of the building is open. If you cannot provide such a person you must keep the front doors locked and let people use the bell.
- Remain vigilant and check anything, which appears to be suspicious.
- Check that all areas of the building are clear before you leave.

#### The safety of all people at the event:

- Please make yourself aware of the location of all fire exits and read any related safety notices.
- Make sure you keep fire exits free of obstructions at all times.
- Make sure that nothing is put up which has the potential to fall on or otherwise injure any person.
- That any incidents are reported to a member of staff. In the event of a medical emergency out of hours, a basic first aid kit can be found in the upstairs Kitchen.

#### Please ensure the following:

- People do not enter the library, offices or other parts of the building, which have not been hired.
- The building and its contents are treated with due respect. Any loss or damage found will be charged.
- Food and/or other equipment are not removed from LICCC stores and fridges.
- That all furnishings and utensils are cleaned up and returned to exactly where you found them.
- Any rubbish is disposed of in an appropriate manner any spillages cleaned up and the carpet hoovered.
- Tell LICCC staff when you have finished and are leaving the building (during office hours).
- Turn off all lights and ensure that the front door is securely locked (outside office hours).

#### Disclaimer:

Please be aware that unattended valuables and belongings are vulnerable to opportunist thieves. LICCC is unable to accept responsibility for any loss or damage. We strongly recommend that you consider taking out appropriate insurance to cover any liabilities, which you may incur.

**PLEASE NOTE THAT SMOKING IS NOT PERMITTED IN ANY PART OF THE BUILDING FOR SAFETY REASONS. THIS INCLUDES THE FRONT PORCH.**

**The sale, supply and consumption of alcohol are not permitted on the premises, unless prior permission has been given, since the building is not licensed for this purpose.**

**Also, we request that people dispose of chewing gum appropriately before entering the building.**

We aim to please. Therefore you should find the building and its amenities clean, tidy, and adequately supplied. If anything is out of place please tell us so that we can put things right.

LICC phones should not be used except in absolute emergencies. Please ask a member of staff if you require assistance during office hours.

All communications about your event should be made during office hours. For emergencies only, during out of hours events, you will be given a mobile phone number as an emergency point of contact with LICC staff. This will be given to you when the booking has been confirmed. Any misuse of this facility is chargeable.

### **Tariffs**

*LICC reserves the right to vary or amend tariffs, as supplied on the following page, from time to time without prior notice. We will invoice accordingly for any additional services requested as part of your hire after receipt of your booking form. Event Organisers will be advised of any such adjustment prior to invoicing where appropriate.*

*Heating and lighting surcharges are applied to all bookings where lights or heating has been found left on after the period of hire has expired or where the hire period is in excess of eight hours duration, unless you have made other prior agreements with us.*

An attendance charge will be levied if repeated calls are made on a member of LICC staff out of hours, or physical attendance becomes necessary at St Peter's for any reason as a result of your hire.

### **Sole Use**

Please be aware that LICC can be a busy place at times with staff and others around the building. Should you require sole occupancy, please ensure that you make us aware of this fact by ticking the box on the booking form.

If you fail to make us aware of such a request on the booking form we will be unable to guarantee that your event remains free of interference from other hirers. Please be aware that in making such a request you agree to pay to LICC any such premium as may be required, particularly where we have to decline additional bookings, in order to honour your request.

You should also note as a general rule that we are unable to hire the Nave and the Dining Area to different groups simultaneously due to the construction of the building. The Nave and the Seminar Room maybe booked simultaneously to different groups provided neither party has requested sole use of the building. LICC staff cannot be excluded from the building by requests for sole use; however, they will be sensitive to such requests where possible.

### **Cancellation Policy**

Occasionally it may be necessary for LICC to cancel an event booking at short notice due to circumstances beyond our control. Should we be forced to do this for any reason we will try to let you know before the day of the event so that, where possible, alternative arrangements may be made. Any deposit paid will, subject to the situation, be refunded.

In the event that you decide to cancel the event, for any reason, we regret that the deposit is non-refundable. This is due to the administrative costs, which we incur in arranging your booking. In the event of such a cancellation, we reserve the right to ask for payment of any balance we deem necessary.

### **Acceptance**

You will be asked to sign a declaration on the attached booking form confirming that you have read all the above conditions for hiring LICC's facilities and your acceptance of them. The signed declaration must be received at least two weeks prior to the event date with the completed booking form and a 20% non-refundable deposit. No event can be confirmed until this has been received. Confirmation will usually be in writing. We will also contact you to arrange a short site visit to deal with any relevant matters prior to the event.

If you have any questions which have not been covered by the above, please contact Gemma Curran on 020 7399 9555.