



room hire pack

Welcome to St. Peter's Vere Street, the home of LICC

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

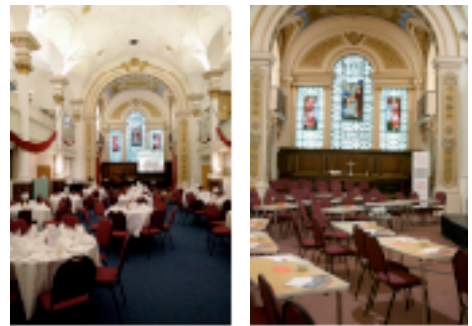
We hope that our versatile venue can meet your needs.



An Introduction to St. Peter's

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

The Nave is a large, open space that forms the body of St Peter's. 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 (during office hours), a grand piano, a projector and screen.



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 a large TV screen,

flipchart paper and pens and teleconference facilities.

During office hours, various **catering options** are possible for your event. We offer tea, coffee and biscuits for mid-meeting snacks, and two lunch options: an M&S Sandwich lunch and a Deluxe Pret A 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 for your own event, we have **kitchen facilities** available for hire and food storage. Hire of the kitchen also includes mugs, tumblers, wine glasses, jugs, crockery and cutlery.

ROOM HIRE RATES: Nave	Tariff
Nave (Seats 120 Maximum)	
Per Hour	£140.00
Half Day (4 hours)	£450.00
Full Day (8 hours)	£800.00
Equipment Hire Charges (Plus VAT @ 20%)	
Grand Piano	£60.00
Data Projector and Screen	£60.00
Flipchart & Pens	£15.00
Office Hours Catering Service (Plus VAT @ 20%)	
Tea & Coffee (one round per person)	£1.25
Tea, Coffee & Biscuits (one round per person)	£1.50
Marks and Spencer's sandwich & Fruit Lunch* (Minimum 6 people)	£8.00
Pret A Manger Sandwich & Fruit Lunch** (Minimum 10 people)	£7.50
Staffing Costs (Plus VAT @ 20%)	
Attendance Charge (Out of Hours Callouts)	£80.00
Other Charges	
Lighting Surcharge	£25.00
Security Deposit	£150.00
Lost Key	£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.

Not Available: Monday – Wednesday, 9am – 5pm.

Catering:

*Marks and Spencer's 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.

ROOM HIRE RATES: Seminar	Tariff
Seminar Room (Seats 15 Maximum)	
Per Hour	£60.00
Half Day (4 hours)	£200.00
Full Day (8 hours)	£350.00
Equipment Hire Charges (Plus VAT @ 20%)	
TV Screen (including HDMI and VGA cables) and Sound Bar	£30.00
Flipchart & Pens	£15.00
Teleconference Facility, plus call charges (Office Hours Only)	£30.00
Office Hours Catering Service (Plus VAT @ 20%)	
Tea & Coffee (one round per person)	£1.25
Tea, Coffee & Biscuits (one round per person)	£1.50
Marks and Spencer's sandwich & Fruit Lunch* (Minimum 6 people)	£8.00
Pret A Manger Sandwich & Fruit Lunch** (Minimum 10 people)	£7.50
Staffing Costs (Plus VAT @ 20%)	
Attendance Charge (Out of Hours Callouts)	£80.00
Other Charges	
Lighting Surcharge	£25.00
Security Deposit	£150.00
Lost Key	£150.00

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Not Available: Monday – Wednesday, 9am – 5pm.

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.

Conditions of Hire

General Information

St Peter's is hired out on the understanding that LICC 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 four weeks prior to the event date with **full** payment to cover the cost of room hire (excluding catering and equipment costs). In the case of cancellation please see our policy detailed below. The relevant forms and tariffs are attached. The balance of fees are payable to LICC 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.

Fire procedures:

Everybody including contractors and those who hire the premises are responsible for:

- Reading and being familiar with the public Fire Action Notices which are at fire points posted throughout the building.
- Safe storage of flammable materials to minimize risk of ignition.
- Helping to prevent the build up of combustible materials (paper etc.) by disposing of waste in appropriate receptacles i.e. bins.
- Ensuring Fire Escape routes are free from obstruction, trip hazards and flammables.
- Ensuring electrical equipment is safe, not overloading sockets and reporting faulty equipment immediately to the designated person.

- The Event Organizers/Managers have the primary responsibility to check the control panel as soon as alarm is heard and to notify the emergency services as appropriate.
- However, anyone can raise the alarm by pressing one of the manual call points sited on any of the escape routes around the building. You also need to contact the Fire Brigade and the emergency contacts displayed on the reception desk.
- IF YOU SEE A FIRE, RAISE THE ALARM; GET OTHERS OUT, CALL 999.

Please ensure the following:

- People do not enter the 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 LICC 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 LICC 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).

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

Disclaimer:

Please be aware that unattended valuables and belongings are vulnerable to opportunist thieves. LICC 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.

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, there are LICC emergency contact details displayed on the reception desk.

Tariffs

LICC reserves the right to vary or amend tariffs 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.

The Nave and the Seminar Room may be 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

In rare cases 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 let you know as soon as possible so that alternative arrangements may be made. Any monies received, subject to the situation, will be refunded.

In the event that you decide to cancel the event, for any reason, the following will apply:

Cancellation notification 4 weeks or more before the event 80% of money received will be refunded
Cancellation notification 4 weeks to 2 weeks before the event 50% of money received will be refunded
Cancellation notification less than 2 weeks before the event no money will be refunded

Catering requirements:

If catering has been ordered on your behalf, then you will be charged for this.

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 four weeks prior to the event date with the completed booking form and **full** room hire payment. No event can be confirmed until this and payment 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 get in touch by emailing mail@licc.org.uk or calling 0207 3999 555.