

THE ASCENSION, WESTDENE

INFORMATION ABOUT OUR HALLS

Thank you for your enquiry.

The Ascension has two well-appointed halls comprising the **MAIN CHURCH SPACE** and the **HALL** (MALCOLM YOUNG ROOM) as well as a **SMALL LOUNGE**. These are used primarily for activities associated with the Church. However, when available they can be hired for approved purposes to members of the local community. The use of the halls has to be constrained by the Parochial Church Council due to various covenants, their situation on Church grounds and proximity to neighbouring homes. There must be no disturbance to those nearby and hirers must ensure that everyone attending the event must arrive and leave quietly and that no loud music is played on the premises. All users must sign a hire agreement and abide by the Terms and Conditions of Hire.

The **MAIN CHURCH SPACE** is about 10metres by 10 metres with a separate kitchenette and toilet. The floor is carpeted and will take groups of up to 60 to 90 people. There are approximately 60 stacking chairs (additional chairs may be available from the Hall (see below).

The **HALL** is about 9 metres by 7 metres. The floor is carpeted and there is a well appointed kitchen, the use of which is by negotiation at the time of booking, and toilet. There are several 6 foot and 4 foot tables and approx. 50 stacking chairs.

The **SMALL LOUNGE** on the mezzanine level can seat up to 10 people. There is no separate access, so it is not possible to book this room when both the Main Church Space and Hall are in use, and there is no disabled access.

FEES : The halls are usually let on an hourly basis. The Main Church Space is £20 per hour (£100 for 8 hours/ day). The Hall (Malcolm Young Room) is £15 per hour (£75 for 8 hours/ day) – for parties there is a minimum charge of £45 for up to 3 hours. The SMALL LOUNGE is £10 per hour.

The **WHOLE BUILDING** may be hired for £30 per hour (£150 for 8 hours/ day). Regular group bookings can be arranged via the Church Administrator and may be offered at a concession rate.

We do not hire out any of the halls before 12:30pm on a Sunday.

MAKING A BOOKING : If you would like to make a booking please contact the Halls Booking Coordinator (contact details below) who will be able to advise you about availability and who will also be able to forward our Terms and Conditions information together with a Hire Agreement Form which will need to be signed for our records. If required, arrangements can be made for potential hirers to view the premises/facilities on a mutually convenient date.

We are able to hold a provisional booking for up to 2 weeks and this will become a firm booking once we have received your payment and signed booking form.

Contact – Halls Booking Coordinator : Olive Ridge

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Email: okridge@ntlworld.com