



Hope Chapel Booking Requirements & Rates

Thank you for considering Hope Chapel as the venue for your event. Once you've completed this form, please email it to events@hope-baptist.org.uk. We will check availability and get in touch to confirm your booking. Please call our Venue Development Manager on 07973 837 342 with any questions.

PERSON MAKING BOOKING		PERSON SUPERVISING EVENT/ACTIVITY	
Title		Title	
Full Name		Full Name	
Mobile Phone		Mobile Phone	
Email		Email	
Organisation			
Address			

ABOUT YOUR EVENT	
Are you hiring as a one-off or for regular dates?	<input type="checkbox"/> One-off <input type="checkbox"/> Regular
Intended date of hire (first date, if regular booking)	
Event Name	
Brief Event Description	
How many people do you expect to attend?	

ROOM REQUIREMENTS	
<input type="checkbox"/> Ebenezer Room (ground floor)	<input type="checkbox"/> Birchcliffe Room (first floor)
<input type="checkbox"/> Wainsgate Room (ground floor)	<input type="checkbox"/> Nazebottom Room (first floor)
<input type="checkbox"/> Ebenezer & Wainsgate (combined space)	<input type="checkbox"/> Chapel Space (ground floor/balcony)
<input type="checkbox"/> Blake Dean Room (ground floor)	(Kitchen/toilet facilities shared by room users)

ADDITIONAL REQUIREMENTS	
<input type="checkbox"/> Laptop PC	<input type="checkbox"/> Stage/Equipment (Chapel)
<input type="checkbox"/> Digital Projector	<input type="checkbox"/> PA system (Chapel)
<input type="checkbox"/> Portable Whiteboard	<input type="checkbox"/> Livestream (Chapel)
<input type="checkbox"/> WiFi	<input type="checkbox"/> Sound engineer (Chapel)
<input type="checkbox"/> Catering or bar	<input type="checkbox"/> Blackout (Chapel)
<input type="checkbox"/> Office Facilities	<input type="checkbox"/> Promotional Support

Hope Baptist Church has a duty of care to children under 18 and adults at risk who use our building. We ask all hirers to tell us if their hire involves these groups and what steps they will take to safeguard them.

Will your event involve children under 18 or adults at risk?	Where your activity involves children under 18, your organisation will need to agree to comply with the Government's suggested Guidelines 'Working Together to Safeguard Children 2015'.
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Today's Date:

Hire Rates

We aim to provide a variety of spaces for community groups and performances that are attractive, practical, characterful and affordable. Hire rates include heating and, in the chapel, ventilation, as well as access to the kitchen facilities and toilet area. A password for the free WiFi can also be provided to room users.

Community Rooms		
	Capacity	Charge per hour
Ebenezer Room	Flexible space for 40 seated	£14.50
Wainsgate Room	Meeting space for 8-10	£12.50
Ebenezer + Wainsgate	50 seated (partition wall open)	£26.00
Blake Dean Room	Discussion space for 4-6	£7.50
Birchcliffe Room	Flexible space for 50 seated	£14.50
Nazebottom Room	Meeting space for 4-6	£7.50
Chapel		
Ground Floor	300	The space is typically booked for half or full days, so contact us to discuss requirements
Gallery (limited view on sides)	60	

Payment Arrangements

Payments should, ideally, be made by direct bank transfer.

- For a one-off room hire, a 50% deposit is payable at the time of booking. The balance will be invoiced a week before the event.
- For a regular room hire, payment for the first booking is required one month beforehand, with further bookings invoiced monthly in arrears.
- For ticketed performances in the chapel, consideration will be given to arrangements where revenue from ticket sales is used to cover venue costs, ahead of other event costs. A deposit is still required.