

ST JAMES CHURCH, CAMBRIDGE - ROOM HIRE RATES

These hourly rates are effective from 1 September 2023

	Suitability (indicative – Note 3)	Room size (indicative)	Standard	Charity (Note 1)
Study Centre	Larger meetings up to 25 people Small receptions/parties up to 35 people	9m x 5.5m (30ft x 18ft)	£19.00	£13.00
Nave (main area of church)	Theatre format - up to 100 people Tables format – up to 60 people	18.3m x 8m (61ft x 27ft)	£19.00	£13.00
Milton Room	Smaller meetings up to 12 people where no refreshments are required	6.3m x 4.8m (21ft x 16ft)	£13.00	£8.50
Two rooms			Note 2	Note 2
Whole church			£42.00	£27.00

Notes:

1. Generally, a charity must be a registered charity (or exempt or excepted from registration). St James Church reserves the right to decide which charities, and which activities, qualify for the lower rate at all times.
2. Typically this is the full cost of the larger room, plus half the cost of the second room.
3. The potential hirer must provide sufficient details of the proposed use of the facilities to enable the Church Administrator to determine whether the space is suitable.

The church has a plentiful supply of chairs that can be used. Tables (large and/or small) can be accessed with prior arrangement. Hirers will need to set up tables and chairs as required and return these to their original positions afterwards. A small kitchen adjoins the Study Centre for serving refreshments (no cooking is permitted). All rooms are at ground floor level and accessible. The church has disabled facilities (cloakroom with wheelchair access and handrail). The church car park has space for up to 15 cars (subject to availability and on a first-come, first served basis) and there is also on-street parking available. Guest wifi is available for room hire users but no PA or AV equipment.

Please see [\[attached\]](#) room hire terms and conditions for further details. St James Church reserves the right not to accept bookings at its absolute discretion.

All bookings must be made via the Church Office, email stjameschurchcambridge@yahoo.co.uk or telephone 01223 246419. It is suggested that potential hirers come and look at the room(s) they wish to hire, before confirming their booking, to ensure the space and facilities meet their requirements.