**Rooms available to Hire at Cairns Road**

**Upper Hall;**

Our upper hall is a large sports hall, on the first floor of the building. There is a well equipped kitchen area connected via serving hatch to the hall, which can be used by hirers, tables and chairs are available for use. Toilet facilities are on the ground floor below the hall, unfortunately there is no lift to this space so it **isn’t accessible** to those unable to use the stairs. It can fit a regular bouncy castle to be organised yourself, play equipment isn’t available for hire from Cairns Road.

**This space can accommodate up to a maximum of 120 people. Cost £30 per hour**

**Upper stage;**

Our upper stage room is a smaller room with comfortable seating, on the first floor of the building. There is a well equipped kitchen area through the hall space which can be used by hirers. Toilet facilities are on the ground floor through the sports hall, unfortunately there is no lift to this space so it **isn’t accessible** to those unable to use the stairs. This room comes with the seating in situ.

**This space can accommodate up to a maximum of 20 people. Cost £20 per hour**

**Noah’s Ark Rooms.**

Our Noah’s Ark rooms are two interconnected ground floor classrooms belonging to our preschool. They are situated across a hall from toilet facilities & have a small kitchen area connected to one of the rooms, which can be used by the hirer.

These rooms are ideal for children’s parties, although all equipment, games etc would need to be provided by the hirer. Other uses or a regular arrangement would need to be agreed by both the Church Leadership and Pre-school Manager.

**These rooms are accessible** via a ramp, although there is not specifically an accessible toilet. **These rooms can fit a maximum of 45 people across them**. **Cost £25 per hour**

**Other spaces at Cairns - Main Church Area & foyer**

These areas are not available for public letting. The main Church hall & Lobby may be used by those associated with the Church membership or other Christian organisations, subject to specific authorisation from the Leadership. At any permitted event, there must be at least one member of the church membership present throughout the event, who takes full responsibility.

**Please note;**

* No alcohol is permitted unless preapproved for a toast at a wedding for example, by the leadership, who reserve the right to refuse permission.
* No parts of the building are to be let to groups practicing new age spirituality, other religions or a political party, use of the building is to support the churches vision in serving the community.
* Regular external users will need to have their own public liability insurance in place. (Regular constitutes hiring the space 3 times or more in any 12 month period)

If you would like to book either the upper hall or Noah’s Ark rooms then please complete the Initial Enquiry form below and return it to Karen on office@cairnsroad.org, or contact Karen for further information to arrange a visit to see the rooms if you are not familiar with the spaces.

**Cairns Road Baptist Church**

**Room Hire Initial Enquiry form**

**About you:**

|  |  |
| --- | --- |
| Name |  |
| Contact email |  |
| Contact number |  |
| Contact address |  |
| How did you hear about our facilities? |  |

**About your event:**

|  |  |
| --- | --- |
| Please give a brief description of the event |  |
| Total number of people attending (children/Adults |  |
| Which room would you like to book: Noah’s Ark rooms, upper hall or upper stage |  |
| Date(s) and time(s) you would like to book |  |
| Would it be a regular booking ie. More than 3 times in a12 month period? |  |
| If so do you have your own public liability insurance? |  |
| Have you hired space from us before? |  |
| Any special requirements? |  |

Once completed please return to Karen at office@cairnsroad.org

If the space is available to hire and we can proceed with your request we will send you our Agreement for use and confirm the amount payable including returnable deposit.