

**Hiring our premises**

**Frequently asked questions**

**2023**

**Q: What do I need to do if I want to book a room?**

Email [office@newburybaptistchurch.org](mailto:office@newburybaptistchurch.org) to check availability and arrange a time to collect keys and make payment.

**Q: Is parking available?**

Yes, parking is available but very limited. The car park is available on a “first come, first served” basis and there is parking control in place.

**Q: Does the church hall have a kitchen?**

Yes. If the kitchen is needed, there will be a charge of £15 per booking

**Q: Are there plates, mugs & cutlery available to use?**

Yes, all can be used as long as it is left exactly where it was found.

**Q: Are there tables and chairs available, and can I use them?**

Yes, there are tables and chairs available to use as required, but the premises need to be left as they were found; clean and tidy.

**Q: Are there any restrictions for my booking?**

Serving alcohol and selling raffle tickets are not permitted.

**Q. We plan to raise money for charity**

We can not accept bookings in support of charities which are not approved by us.

Please make sure that you notify us of which charities you will raise money for in your booking form.

**Q: Do I qualify for charity rate?**

You would need to provide a registered UK charity number in order to get our charity rate.

**Q: Do I need to pay in advance?**

Yes, we need your payment a week before your booking.

**Q: Would someone be there to open up and close?**

We don’t have a caretaker, so you will receive a code to access the building according to your booking.

**Q: Do the premises have wheelchair access?**

Yes they do, and there is a disabled toilet in both buildings.

**Q: Where can I find the costs?**

The prices can be found on our [website](https://www.newburybaptistchurch.org/Groups/331505/Hire_of_Premises.aspx)

**Q: Will the premises be heated in the winter, or do I need to request that separately?**

The heating is managed by us, and set according to the church calendar.