



## St John's Downshire Hill Hampstead

### Hiring St John's, Downshire Hill – the Undercroft and Main Hall.

St John's, Downshire Hill, has beautiful premises, with a well-lit and spacious undercroft (lower ground floor). The building, which dates back to 1827, was very substantially renovated recently. We are willing to hire out the undercroft to private individuals and organisations when it is not in use by the church. **It is never available for hire on a Sunday, as we use it very extensively that day.**

At present we only hire out the **Undercroft** for children's birthday parties, whilst the church's **Main Hall** can be hired for use as a concert venue. We already welcome several ensembles over the course of the year, including hosting the Hampstead Arts Festival. The church's acoustic qualities, as well as the beauty and tranquillity of the surroundings, are generally recognised to be highly suitable for music of varying genres – instrumental or voice.

### Cost of hiring

#### **Undercroft:**

- **Children's birthday parties:** Minimum hire period of 3 hours, for which we charge £300, or for 4 hours for £350 – only available on Saturday afternoons. We regret that we do not accept parties for children over the age of 12 years, i.e. you may have a 12<sup>th</sup> birthday party, but not a 13<sup>th</sup> birthday party.

#### **Main Hall:**

- **Concerts:** £350, to include rehearsal time (although we reserve the right to let out the **Undercroft** for children's parties during rehearsals, after consultation with the concert organisers) and use of room downstairs for instrument storage, clothes changing, etc. If it is proposed to serve wine or other alcohol in the interval, the price of the wine either needs to be included in the ticket price or else a temporary licence to sell drinks needs to be obtained from the London Borough of Camden (normally this is granted without difficulty).

In all cases, the fees are payable in advance (at the time of signing and returning the hire contract). Cancellation charges do apply.

### Some straightforward “do's and don'ts”...

If you are in any doubt about these conditions, please do ask the St John's representative about it. Please remember you are responsible for looking after the premises during the period of your hire.

#### **PLEASE DO...**

- **Supervise the behaviour of people/children** with you so as to look after the premises properly. Observe normal child protection and safety rules.
- **Make sure the premises are left as clean and tidy as when you arrived:** sweep, mop as necessary.
- The movable dividing wall is usually left in place, so if you want to have the whole undercroft space open, you must let us know in advance so we can open it up for you.
- **Take away all your rubbish** – we don't have spare capacity for it.
- Check with us if you want to consume alcohol in the course of your event.

*Minister: Jonathan Gould*

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*Church of England*

- Ensure you get our agreement to use any of our equipment or installations, unless clearly shown in this contract.
- Notify us if any breakage or accident occurs.

#### **PLEASE DON'T...**

- Use the premises for any kind of religious festival, ceremony or act of worship other than the Christian faith (remember, we're a church, so we do care about this!).
- Use the premises for any purpose other than the one you booked it for.
- Do anything likely to cause our neighbours annoyance, inconvenience or disturbance: for instance, loud disco music, fireworks, etc.
- Do anything which might put the buildings at risk or invalidate our insurance.
- Bring any live animals onto the premises (this does include entertainers, for instance, pulling rabbits out of hats, etc!).
- Block up the car park. It's fine to use the car park to offload things for the party, but we ask that your guests do not park there, as it is in frequent use and gets easily blocked. Please note that parking in the area is scarce and very expensive!

#### **Frequently Asked Questions...**

##### **FROM WHAT TIME TO WHAT TIME CAN I HIRE THE UNDERCROFT FOR MY PARTY?**

We have two slots available for bookings on Saturdays. You can make a booking between **10am and 1pm** (for 3 hours) or from **2pm to 5/6pm** (for 3/4hours). We ask that you stick to the times of your booking so as to avoid upsetting any other bookings or activities!

##### **DO YOU HAVE CHILDREN'S TABLE AND CHAIRS?**

We have tables and chairs for **40 children**. To ensure there are enough please let us know how many you might need.

##### **DO YOU HAVE A KITCHEN THAT I CAN USE?**

While we are willing for the church kitchen to be used for setting out food, etc., the equipment itself should *not* be used.

##### **DO YOU HAVE TEA AND COFFEE MAKING FACILITIES?**

Yes we have a hot water boiler and tea and coffee making facilities incl. cafetiers, please bring your own tea bags / coffee.

##### **HOW DO I GET IN ON THE DAY?**

There will be someone to let you, or alternatively someone will contact you beforehand to make arrangements.

##### **WHAT IS THE OLDEST MY CHILD CAN BE TO HAVE A BIRTHDAY PARTY AT ST JOHN'S?**

We accept parties for children up to the age of 12 years and under i.e. you may have a 12<sup>th</sup> Birthday party, but not a 13<sup>th</sup> Birthday party at St John's Downshire Hill.

##### **DO YOU HAVE TABLES AND CHAIRS FOR ADULTS?**

Yes we have lots of large tables and chairs for adults.

##### **CAN I MAKE A BOOKING FOR A SUNDAY?**

Unfortunately our facilities are **never available for hire on Sunday**, as they are used extensively on Sunday.

##### **WHAT SHOULD I DO WITH MY RUBBISH?**

**All rubbish must be taken away by the organisers**, as we have a limited contract with the Council for refuse collection.

##### **HOW BIG IS THE SPACE?**

The undercroft is approximately 40m by 20m with a removable dividing wall down the middle. Please see the map below. The area outlined in green is the area that you have access to for your booking (for children's parties) also including the kitchen (not outlined).

**WILL I BE SHARING THE SPACE WITH ANOTHER BOOKING?**

No, you will have exclusive use of the space during your booking.

**ARE THEIR TOILETS I CAN USE?**

Yes there are toilets, including a disabled toilet and baby-changing facility.

**IS THERE DISABLED ACCESS?**

Yes there is disabled access.

**IS THERE PARKING AVAILABLE?**

It's fine to use our forecourt car park to offload things for the party, but we ask that your guests do not park there, as it is in frequent use and gets easily blocked. Please note that parking in the area is scarce and very expensive! There is further parking available at the **East Heath car park** (150m from the church) at £2.50 for 2 hours or £5 for 4 hours.

**WHAT IS THE SEATING CAPACITY OF THE UPSTAIRS CHURCH HALL?**

There are movable chairs for 156 people. We have further seating for 96 people in pew boxes (although the view might be obscured.) and additional seating for approximately 150, which can be arranged at advanced notice and a large gallery seating area.

**ARE ANIMALS ALLOWED?**

We ask that no live animals be brought onto the premises (e.g., by a children's entertainer).

**IS SMOKING ALLOWED?**

No smoking is permitted on the premises.

**DO I NEED INSURANCE?**

You need to make sure that you are adequately insured for public liability.

**I WOULD LIKE TO SELL ALCOHOL, WHAT DO I NEED?**

If you plan to sell alcohol, you must obtain a temporary licence from Camden Borough Council.

**HOW LATE CAN I STAY?**

All music / loud noise must be switched off at 10pm. The church and undercroft must be cleaned, cleared and vacated by 10.30pm.

**HOW CAN I ARRANGE TO SEE THE UNDERCROFT/CHURCH?**

We are unfortunately not able to guarantee access to the site to those calling without an appointment. If you would like to see the church Main Hall or the Undercroft, we ask that you email bookings manager at [emma@sjdh.org](mailto:emma@sjdh.org) to arrange a time for viewing.

**DO I NEED TO INCLUDE TIME FOR SETUP AND CLEARUP IN MY TIME BOOKED?**

The time booked needs to include both set-up and clearing up afterwards

**I WOULD LIKE TO BOOK THE UNDERCROFT FOR A PRIVATE PARTY?**

We regret at this time we are unable to take bookings for private parties for teens or adults.

*If you have any other questions or for further information, please email the church office.*

**M**  
**E**  
**B**  
**P**

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 Client: St John's, Donatella Hill  
 Project: Proposed Undercroft  
 Location: Donatella Hill  
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