

Introduction

We long to see the hope and love of Jesus spill into the heart, homes and streets of Carlisle & beyond! This is our vision at Carlisle Vineyard and it is our vision for the use of Vineyard Hub.

We hope that our building can help bring life and joy to the people of Carlisle through the event you wish to host. We ask that you keep in mind our vision when considering booking an event here at Carlisle Vineyard Hub. We also wish to be an encouragement and blessing to our neighbours and the residents who live in the area, so we ask that **all bookings come to an end by 10pm.**

Hire fees

A "Private party" refers to any event that is for personal use such as a birthday party or social event.

We also have prices for business/corporate events, both small and large. If you belong to a charity, please send over your registered charity number to take advantage of the lower rate.

For any groups external to the Carlisle Vineyard Church community a host fee will be applied to your booking. To use the sound and visual systems in the Upper Room you will be required to pay an additional cost for an AV technician. There is also an option to include tea/coffee, please refer to the table for a breakdown of costs:

	The Mixing Room (up to 50 guests)	The Upper Room (50+ guests)
Private party (i.e. birthday party)	£10 per hour	£30 per hour
Charity rate events	£15 per hour	£150 full day £75 half day
Business rate	£20 per hour	£200 full day £100 half day
Wedding	Contact for more details	
Tea/coffee refreshments	£1 per person	

Host fee	£15 per hour
Upper Room sound & visual technician	£15 per hour

Payment to:

- € **Bank name** - Co-operative Bank
- € **Sort code** - 08 92 99
- € **Account number** - 65647204
- € **Account name** - Carlisle Vineyard Church
- € **Reference** - your event name

Damages:

Please report any damages to your event host or post a note in the red letterbox in the foyer. Any damages to the venue or equipment (outside of general wear and tear) would need to be paid for by you.

Insurance:

Please send us a copy of your Public Liability Insurance to info@carlislevineyard.com

Use of external businesses:

If you wish to use the services of another business, for example to cater for your party or a band to play music, we will need to receive a copy of their Public Liability Insurance. Please send this to info@carlislevineyard.com

Rooms and resources

Ground floor:

- € **The Mixing Room** - This is our large downstairs space. Ideal for social gatherings, or groups up to 50.

Upstairs:

- € **The Upper Room** - Large upstairs venue, suitable for conference style meetings of up to 200 people maximum. Minimum of 50 guests is required to use this space. There is an additional small glass-walled room attached to The Upper Room which provides ideal breakout space.

Resources:

There are multiple resources that you can make use of during your booking. We ask that you request these resources as part of your booking so that we can ensure all facilities are stocked and in working order for your event. If you have not requested the use of a resource with your booking, we will expect that those facilities are not used during your event.

- € **Sound & visual** - This includes use of the sound system and projector screens. To use the sounds and visual systems in the Upper Room you will be required to pay an additional cost for an AV technician.
- € **Kitchen upstairs & downstairs** - you can book the use of the kitchen which includes tea and coffee making facilities. Any food or drink required for your event will need to be provided by yourselves. If you wish to bring food to the venue prior to your event, please discuss with a member of staff and make sure all your items are clearly labelled.
- € **Tea & Coffee** – you are welcome to add on to your booking tea/coffee to be served to your guests. This will come at an additional cost of £1 per person per drink. Please specify in your booking how many drinks you would like to purchase.