



St Michael's Centre

Meeting Rooms & Retreat Space

FEES & CHARGES FROM 1ST APRIL 2023 – Churches and Christian Organisations

Hire is offered on a donations only basis for churches and Christian organisations. Those who can afford to be generous allow other groups to use our facilities free of charge. Our standard fees for non-profit and community groups are detailed below.

Meeting Room	Description	Capacity	Hourly Rates	Half Day 4 Hours	Full Day 8 Hours	Hourly Evening Rates (Min 3 hours & out by 11pm)
Exclusive use of St Michaels Centre Rooms (excludes church & Kings Meadow)	Full and exclusive use of both upper and ground floors including 2 meeting rooms, 2 breakout rooms, 1 refectory and 1 kitchen.		N/A	£145	£265	£35
St Michaels Church	Conference set up with online streaming capabilities. Chairs can be removed by prior arrangement to provide a larger open space.	75-120	N/A	£105	£198	£55
Budbrooke Room	Our largest meeting room with views of Kings Meadow.	60 seated	£22 Additional hours only	£88	£165	£22
Full use of Upper Floor	Seminar Room, break out room and refectory		ON REQUEST			
The Hamptons	Seminar Room on upper floor	12 seated	£16.50	£66	£110	£16.50
Warwick Room	Smaller breakout room on upper floor	7 seated	£9.00	£36	£65	£8.00
King's Meadow	Gated private field added to hire of Budbrooke room		£22			
	Hire without facilities		£27.50			
	Field with access to the toilets		£33.00			
Hatton Room	Our kitchen is ideal for refreshment breaks.	This room is accessible to all those hiring the upper floor and is therefore not hired on an individual basis unless as part of a 'full use of the upper floor' booking.				
The Open Door	A café style meeting room with access to a kitchen	36 seated	£15.00 per hour for 1-2 hours, £13.75 per hour for 3+ hours. Users can serve themselves drinks on a 'Pay what you Feel (PWYF)' basis or a delegate rate of £2.50 for bottomless drinks. *Where an event charges users a fee to include refreshments, or a meeting states refreshments will be provided the delegate rate must be paid.			

Refreshments and Catering

Service	Budbrooke Room Only
Morning or Afternoon	We have a newly installed coffee machine and offer a delegate rate of £1.50 per person for unlimited use; £2 if biscuits are included. Hot water and tea are supplied for non-coffee drinkers.
Full Day 8.30am – 4.30pm	We have a newly installed coffee machine and offer a delegate rate of £3.00 per person for unlimited use; £4 if biscuits are included. Hot water and tea are supplied for non-coffee drinkers.
Self-Service	We are able to provide access to hot water and filter coffee machines should hirers wish to bring their own tea/coffee/milk/sugar and paper cups.
Catering	We can recommend local catering companies. We are also happy for you to make your own arrangements for catering.

We are happy to offer a refreshment service, for Hirers using **The Hamptons** we provide access to the **Kitchen** and Pump Pots of Coffee Tea (serving 8 – 10 people) at £12 per pot. Or you may wish to bring your own tea/coffee/milk and paper cups at no charge. Tea/Coffee will be served in compostable paper cups.

Should you prefer to use our mugs, these are available free of charge but we do ask that these are washed up and put away at the end of the session.