



## Space Hire



**Anson Room** 



Chapel



**Mulberry Hall** 



**Gallery Cafe** 



Canvas



**Create Place** 



Tramshed



Cabin

#### Ask us about:

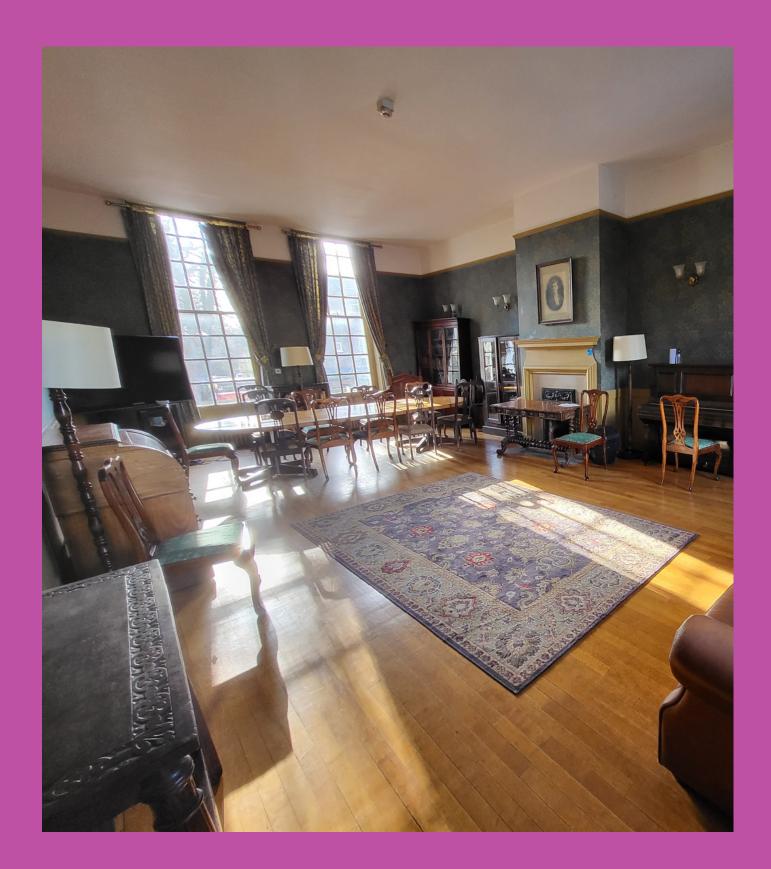
- Catering
- Audio & visual equipment
- Flip charts
- Regular hires





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### Anson Room







# Multipurpose space perfect for away days and meetings

Available: Weekdays 9am - 5pm (not available at weekends)

Accommodates: 25 Theatre style, 20 Seated reception, 40 Standing reception

Facilities: Wi-Fi, tables and chairs

#### Room specific add on:

60" smart touchscreen TV (+£20)

60" smart touchscreen TV with wide-angle video conferencing camera and speaker (+£35)

#### Rates:

Charity and CIC: £25/hour | Standard: £35/hour

- The Anson Room is accessed via stairs.
- All bookings must be a minimum of 4 hours.



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## Chapel







## Multipurpose space perfect for meetings and musical events

Available: Monday - Saturday: 9am - 9pm, Sundays: 10am - 6pm

Accommodates: 30 Theatre style, 18 Seated reception, 45 Standing reception

Facilities: Piano, tables & chairs, Wi-Fi dongle (+ £3)

**Weekday Rates:** 

Charity and CIC: £15/hour | Standard: £20/hour

**Evening and Weekend Rates:** 

Charity and CIC: £20/hour | Standard: £25/hour

- The interior of the Chapel is not step-free, but there is an area for accessible seating at the rear, upper (ground floor) level, between the pews (top right photo).
- All bookings must be a minimum of 4 hours.
- If you require Wi-Fi, please hire the Wi-Fi dongle.
- There are no toilet facilities in the Chapel, but these facilities can be made available to you in adjacent SMH buildings.





# Mulberry Hall







# Larger, fully accessible, multipurpose space ideal for a range of events

#### **Available:**

Weekdays: 5 - 9pm, Saturdays: 9am - 9pm, Sundays: 10am - 6pm

Accommodates: 60 Theatre style, 60 Seated reception, 80 Standing reception

Facilities: Tables, chairs, accessible toilets, Wi-Fi dongle (+ £3)

#### **Rates:**

Charity and CIC: £35/hour | Standard: £55/hour

- All bookings must be a minimum of 4 hours.
- If you require Wi-Fi, please hire the Wi-Fi dongle.
- Furniture needs to be returned to the default layout at the end of your hire.





# Gallery Café







## A great venue to have a party, supper club, intimate live music and more!

Availability provided upon request

Accommodates: 50 people

#### **Facilities:**

- Wi-Fi
- Sound System
- 50 m² Floor space
- 9 m² Stage
- 2 toilet facilities

Rates: £75ph (including a member of staff on site)

- No external non-vegan food can be brought on to the premises.
- Access to the kitchen and garden have specific requirements to be eligible for use, and are an additional cost to the hire rate. Please discuss this with a member of the team during the booking process.



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### Canvas







## A small studio, ideal for yoga, dance classes and theatre rehearsals

Availability: Monday - Saturday: 9am - 9pm, Sunday: 9am - 6pm

Accommodates: 12 seated, 8 yoga mats

#### **Facilities:**

- WI-FI
- Space: 4.36 x 5.23 metres
- Dance studio style mirrors
- Access to x2 tables, x12 chairs, yoga mats, bolsters and blankets
- A small changing area, toilet & shower (accessed via steps)
- A small outside yard for a social/breakout space (accessed via steps)

#### Weekday Rates:

Charity and CIC: £15/hour | Standard: £20/hour

Weekend and Evening Rates:

Charity and CIC: £20/hour | Standard: £25/hour



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### Create Place







#### A workshop for creative wellbeing activities

Availability: Monday - Sunday 9am - 9pm

Accommodates: 12 seated

#### **Facilities:**

- WI-FI Internet
- Kitchen facility
- Shower & toilet facility (accessed via one step)
- Outside Space
- Wheelchair Accessible (main space, not shower & toilet facility)
- Surplus of crafting supplies

#### Weekday Rates:

Charity and CIC: £15/hour | Standard: £25/hour

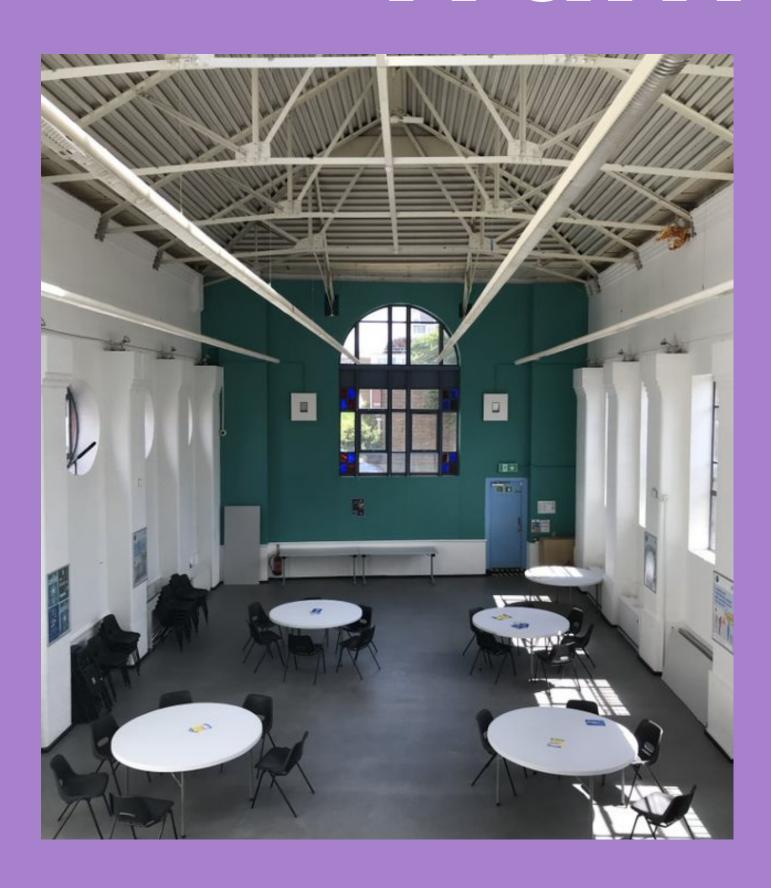
#### Weekend and Evening Rates:

Charity and CIC: £20/hour | Standard: £30/hour





## Tramshed







# A Large multipurpose space perfect for community and social events

Available: Weekdays 9am - 5pm

Accommodates: 80 Theatre style, 60 Seated reception, 100 Standing

reception

#### **Facilities:**

• Main hall size: 8 x 17 metres

Kitchen access

WiFi

• Step free access

Rates: £25/hour

- All bookings must be a minimum of 4 hours.
- The Tramshed is located a 7 minute walk from St. Margaret's House, on Digby Street, E2 OLS.



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### Cabin







# Multipurpose space perfect for meetings, workshops and training

Available: Weekdays 5 - 9pm, Saturdays: 9am - 9pm, Sundays: 10am - 6pm Accommodates: 20 seated

#### **Facilities:**

- Step-free access route available via ramp\*
- Kitchen access (kettle & sink)
- Toilet facilities
- Wi-Fi via dongle (+£3)

#### Weekend and Evening Rates:

Charity and CIC: £20/hour | Standard: £25/hour

- All bookings must be a minimum of 2 hours.
- If you require Wi-Fi, please hire the Wi-Fi dongle.
- \*For step-free route, please speak to staff during booking process.





## Room Hire Add-ons

# From equipment to food, we'll ensure you have everything you need for your event

#### Equipment

(Per Day)

Microphone and Speakers	£20
Flipchart and Paper	£6
Wi-Fi dongle (for use in the Chapel, Cabin, or Mulberry Hall	£3
Projector and screen	£20
60" Smart Touch Screen (Anson Room only)	£20
60" Smart Touch Screen with wide-angle video	£35
conferencing camera and speaker (Anson Room only)	

#### Catering

Drinks Only	£8pp
Breakfast with drinks	£17pp
Lunch with drinks	£17pp
Breakfast and Lunch with drinks	£24pp

#### Vegan Menu

**Drinks:** Teas, Filter Coffee, Water and Juice

**Breakfast:** Butter Croissants and Pain-au-chocolat

**Lunch:** Based on the special of the day (pasta / soup / salad)





## FAQS

## Here are some things you may need to know before your hire:

#### • Can I come early to set up?

 No, the time you book your space for needs to include your set up time and clear away time.

#### • Do I need to pay a deposit?

o No, bookings must be paid in full before your event date

#### • What hire rate am I eligible for?

- Charity/Community rate: You must be a registered charity or CIC company or your event is a free arts or wellbeing event aimed at the local community.
- o Standard rate: For Individuals, private events, ticketed events

#### • Can I bring my own food and drinks?

 You can bring your own food but no alcohol is permitted unless catered for by St Margaret's House. Only vegan food is permitted when hiring the Gallery Cafe.

#### • Can I book on the day I want to use the space?

 No, we only process bookings within our office hours of 9am-5pm Monday to Friday and need a minimum of 24 hours to process the invoice, induct new users into the space and receive payment for the booking.

#### Contact us:

roombookings@stmargaretshouse.org.uk 020 8980 2092, option 2 (Mon-Fri, 9-5pm)