

## Making a booking

Please contact Anita McKenzie at the church office (during office hours), to find out if the space is available on the date that you require. You can also make an inquiry via our website.

If there is availability on your preferred hire date/s, you will need to complete and return a hire booking form. You can also telephone or email us at [bookings@elthamparkmethodists.org](mailto:bookings@elthamparkmethodists.org) for booking or further information.

Bookings are not secure until your booking form, payment and agreement to our terms and conditions of hire have been received at the church office and your preferred date available. Once received, we can then contact you to confirm your booking with all other relevant details.

Please note that Eltham Park is a **non-smoking and alcohol-free zone**.

The church worship area may be available to hire for appropriate events. For hire of the the whole building, please inquire directly for details.

Westmount Road is served by the B16 bus, with thirteen other bus routes running close by to Eltham High Street. Eltham BR Station is just 10 mins away.



## Lettings information at

# Eltham Park Methodist Church



Room hire	Capacity	Hire rates			
		Per hour	Half day 4 hrs	All day 9am - 10pm	Evening 5 -10pm
Larger Hall	100 seated	£20	£75	£240	£100
Smaller Hall	70 seated	£18	£70	£190	£80
Large Kitchen <i>With Hall hire</i>	100 Place settings	£20 £5	£75	£130	£90
Cafe Area	40 seated	£18	£60	£120	£70

[www.elthamparkmethodists.org.uk](http://www.elthamparkmethodists.org.uk)

# Facilities available

At our South London church there are a range of rooms and halls for hire at competitive rates. The halls and meeting room can be adapted for a variety of events, from meetings, workshops and courses to lunches, dinners and small conferences and are physically accessible to wheelchairs-users. Hire of the church worship area is also available for appropriate events.

We provide self-catering facilities for you to make tea and coffee, as well as plates, cups and glasses etc as needed. There is also a PA sound system in the larger hall and church worship areas, plus digital audio recording facilities (Church worship area only), data projector and laptop; along with flip chart stand, paper and pens, which are all bookable and fees apply. The church has limited parking spaces available, however there is ample free parking available in the surrounding area.

Typically the spaces are used by the local authority, private groups, community and Christian organisations, who run events such as small conferences, health screening days, weekly courses, luncheons, rehearsals, performances, meetings, coffee mornings, arts and crafts fairs, weddings and children's events and parties.



## Cafe Meeting Space

Chairs and tables included in hire fee

- Seated 40
- Standing 50
- Carpeted, comfortable space, with small adjacent kitchenette available.
- Great space to hold meetings, classes and small receptions



## The Large Kitchen

Two gas cookers, automatic hot water dispenser, fridge, microwave, dish washer, food warming cupboard

- Charged for at an hourly rate
- All appliances above included
- Large and spacious with island work area
- Ideal space for food demonstrations



## The Larger Hall

Chairs and tables included in hire fee

- Seated 100
- Standing 150
- Includes use of small kitchenette located within the hall
- Larger space, suitable for a variety of activities
- PA system Additional fee



## The Smaller Hall

Chairs and tables included in hire fee

- Seated 70
- Standing 80
- Light and airy space, great for a variety of activities



## The Church Worship Area

Chairs and tables are included in hire fee

- Seated 150
- Standing N/A
- PA system, digital recording, flip chart and data projector Additional fee

**Please note:** if you are planning to bring any electrical equipment into the church for use during your event, it must have received a safety check for use.

