

Booking Procedures

If you are interested in making a booking please contact the Parish Office situated on the ground floor of the Halls Complex to arrange to meet with the Halls Administrator, and to discuss your requirements and Hall/Room availability.

The Parish Office is open from 10:00 to 12:00, Monday to Friday. At other times a message can be left on the answering machine (01707 665579)

In addition to the fees quoted overleaf, there is a Caretaking Charge (for opening and locking up): Weekdays £12/hiring; Saturday £25/hiring.

Each hirer must also pay a deposit of £200, which is banked but which will be returned immediately after the satisfactory completion of the booking.

Hiring the Church Halls & Rooms

King Charles the Martyr, Potters Bar Church Halls Complex

368 Mutton Lane
Potters Bar
Hertfordshire
EN6 3AS

 01707 665579

 www.kcm-church.org.uk

May 2008

About the Church Hall Complex

The Church Halls Complex, completed in August 2003, is situated on the corner of Mutton Lane and Dugdale Hill Lane. It is modern, light and comfortable, and meets all current standards, including those for use by disabled persons. There is a private car park (entered via Dugdale Hill Lane) with additional parking available in the adjacent roads. Several bus routes pass the Complex and it is within a short walking distance of Potters Bar Rail Station.

Two halls, a lounge and three meeting rooms, together with kitchen facilities are available for hire. The Main Hall and the Margaret Old Hall are both on the ground floor as is the fully fitted Kitchen. Upstairs are the three Meeting Rooms and the Lounge. The Lounge and one Meeting Room share access to a Kitchenette with beverage making facilities.

Pictures of the Halls and Rooms are on the church website: www.kcm-church.org.uk.

The facilities are available for hire during weekdays and Saturdays only, and comprise:

Ground Floor

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|-------------------|---|
| Main Hall | 13m x 10.35m, 120 person maximum capacity, 90 seated, vinyl covered solid floor, with a piano and sound system (ideal for quiz nights and other similar uses). (Weekdays £16/hour; Saturday £22/hour) |
| Margaret Old Hall | 10.35m x 7.7m, 70 person maximum capacity, 50 seated, vinyl covered solid floor and sound system. (Weekdays £13/hour; Saturday £19/hour) |
| Kitchen | 6m x 3.7m, industrial 900mm wide cooker with 4 top burners and oven, plus 900mm wide warming cabinet. Standard under work surface refrigerator and double sink. Water boiler. A small number of cups and saucers are provided free of charge; drying cloths and other crockery/cutlery will need to be provided by the hirer, as required. (Weekdays £15/hiring; Saturday £20/hiring) |

First Floor

**Maximum capacity 60 persons
(Not accessible for wheelchair users)**

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|----------------|---|
| Meeting Room 1 | 9.6m x 7.1m, carpeted solid floor. (Weekdays £10/hour; Saturday £12/hour) |
| Meeting Room 2 | 8.2m x 7.1m, carpeted solid floor. Access to Kitchenette. (Weekdays £10/hour; Saturday £12/hour) |
| Meeting Room 3 | 7.2m x 5.25m, carpeted solid floor. (Weekdays £8/hour; Saturday £10/hour) |
| Lounge | 5m x 4.5m, 8 persons seated in comfortable chairs, carpeted solid floor. Access to Kitchenette. (Weekdays £8/hour; Saturday £10/hour) |
| Kitchenette | Small urn (25 cups capacity), sink. (No charge) |