

Conference & Events Information Pack

Ashbourne Elim Church

**Ashbourne Elim Church
Waterside Road
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www.ashbourneelim.church**

Welcome to Ashbourne Elim Church. Whether you are looking for a regional conference venue or a more intimate meeting room, our centre and its staff will provide the attention to detail you require for a successful event.

As well as conference use we can also offer space for Family Parties, Children's Parties, Film Clubs, Social Meeting Clubs & Rooms for Charity use

What we offer:

- ✓ Maximum 150 seat auditorium (with an 8m x 3m stage)
- ✓ Range of smaller rooms and facilities to accommodate meetings from 2 to 28 people.
- ✓ Dedicated parking
- ✓ Event management & technical staff
- ✓ Integrated audio visual systems
- ✓ Situated in the idyllic rural market town of Ashbourne "The Gateway to the Peaks"



To arrange a visit to view our facilities, book a room or discuss the requirements for your event, please contact us on 01335 344338 or email buildinghire@ashbourneelim.church.

Please find below further information on room and venue hire at Ashbourne Elim Church.

Ashbourne Elim Church

Room hire charges (price per hour):

Room	Daytime Tues - Fri	Evening Tues - Fri	Saturdays
Manifold or Henmore Room	£13	£17	£21
Main hall	£25	£30	£35
Tech charge in person	£10	£10	£10
Kitchen	£10	£10	£15
Use of hall, room and kitchen	£40	£45	£50

There are discounts available for repeat bookings

Room information

Main Hall (Auditorium)

Maximum Seating Capacity 150

This room is excellent for use as a concert venue, lectures or seminars etc. This room is equipped with an excellent multi-media system and sound desk. Room hire includes access to 200 chairs, microphones and projection. **(Inclusion of a sound engineer is additional)**

Foyer/Cafe

Seating Capacity 30

Use of the foyer allows access to an information point and 2 LCD screens. The foyer area can be booked depending on availability.

Manifold Suite (6.5m x 4m)

Seating Capacity 28

This room is suitable for smaller groups and can be laid out in numerous ways to accommodate various requirements. This room includes access to microphones and a projector.

Henmore Room (5.2m x 4m)

Seating Capacity 25

This room is suitable for boardroom style meetings, small groups, workshops etc. This room includes access to microphones and a projector.

Additional facilities

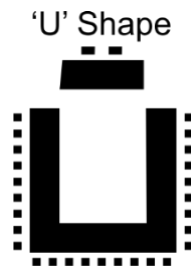
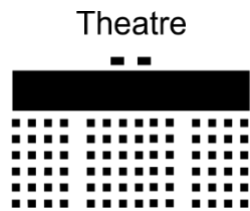
Use of the kitchen offers use of 2 double ovens, microwaves and utensils etc. There are 2 serving hatches, one into the foyer and the other to the Manifold Suite. The kitchen area can be booked alongside another room, subject to availability.

Refreshments

Refreshments can be provided. This includes hot & cold drinks and biscuits. Other refreshments and specialist products can be provided, price available on application.

Room Layout Options & Dimensions

Layout	Carsington (Auditorium)	Manifold Suite	Henmore Room	Foyer (Café Area)
Theatre	150	28	25	30
'U' Shape		14	12	20
Boardroom		18	14	20
Classroom	90	12	8	15
Banquet	120	N/A	N/A	30
Room Size (m)	9.9 x 13.5 (Stage 8 x 3)	6.5 x 4	5.2 x 4	5.9 x 7.2
Height	4.5-5.5m	2.7	2.7	2.7



Basic Booking conditions

Payments and Cancellations

All bookings will receive an invoice via email. Hire fees must be paid in advance or on the day depending on the cost of the booking. If you have a regular repeating booking you may pay once you receive your invoice. Payment can be made by cash, cheque or bank transfer. Failure to pay on time may result in late payment charges being added to the invoice.

Hire on Saturdays and those starting after 6pm will incur an additional charge – see room hire prices above. Bookings are not taken for any event on a Sunday.

A cancellation fee may be charged for any cancellation of hire within 7 days or less of the hire date. Please contact us as soon as possible if you need to cancel or rearrange your booking.

Further terms and conditions apply, please ensure you familiarise yourself before proceeding with any booking.

Ashbourne Elim Church reserves the right to cancel the booking in the event that:

- Ashbourne Elim Church or any part of the centre is closed due to fire, alterations and redecoration or by the order of any public authority or as a result of any circumstances beyond our reasonable control.
- The event might prejudice the reputation of Ashbourne Elim Church. In such an event we will refund any payment made in connection with the cancelled booking.

Please contact us to discuss block bookings and charity discounts.

Finishing times

Events, functions and conferences are required to finish at the time agreed when the booking was made including any pack down or cleaning. Any extension to the agreed time may be subject to the full hourly rate.

Health & Safety

Smoking, the sale of alcohol or illegal substances are NOT permitted anywhere within the site.

Covid-19

Room hirers should follow the government guidelines in place at the time of hire. We endeavour for the building to be a Covid secure environment but please do your own risk assessment as appropriate.

Please see our full terms and conditions for more details.