

### Parties and Receptions: Information for hirers

**Address:** The Old Church, Stoke Newington Church Street, London N16 9ES.

Postcode note: please be aware that this postcode will bring delivery drivers etc to the new church (St Mary's) on the other side of the road. You may want to give delivery drivers etc specific information about finding The Old Church.

The Old Church does not have a letter-box, door-knocker, or door bell.

**Candles/tea-lights:** You are welcome to bring candles/holders and tea-lights for use on our three main window ledges in the North Aisle. We have some holders for tea-lights. We reserve the right to refuse candles if we deem the holders or positioning to be unsafe.

**Capacity:** For standing receptions, we can accommodate up to 100/120. For a seated meal, the capacity is 80. We only have two loos.

**Catering:** We can recommend a number of local caterers. Otherwise, we must meet and approve caterers you may wish to use.

**Chairs and tables:** The Old Church has 100 padded folding chairs which you may use. In addition we have two large wooden tables and 6 fold-up tables. Our staging units can be used to make small coffee-height tables.

**Deliveries:** Please be aware that The Old Church is not a staffed building so deliveries/pick-ups need to be made during your booked time. In addition, The Old Church has limited storage space and multiple users, so we can't store equipment in advance of, or after, an event.

**Hire fees:** Our private hire rate is generally £75/hour. Private hire fees must be paid two weeks in advance. We also ask for a £200 refundable damage deposit. Depending on the nature of the party, we may also require the presence of license-trained/security staff at an additional cost. Please note that wedding receptions at The Old Church are always managed by our wedding caterer partners Easy Gourmet who will be able to provide a quote for your event.

**Kitchen:** We have a small kitchenette with a fridge, two-ring electric hob, sink and worktop.

**Keys:** Hirers normally collect a set of keys in advance of their event, and lock up afterwards.

**PA System:** We don't currently have a full PA system but can recommend local suppliers. We have two speakers, two monitors and a sub-woofer which you can hire.

**Piano and organ:** We have a digital piano (Yamaha Arius YDP-162), which you may use on request. You may also use the organ although it is not in concert pitch and has one broken key.

**Staging:** The Old Church has twenty 90cm-square staging blocks. These can be easily used to make a stage, or as small coffee-table height tables.

**Wall-fixings:** The Old Church is a consecrated space still used for church services and worship. It is also a Grade 2 listed building, which means nothing can be fixed to any of the walls or wall mountings.

**Wi-fi:** The Old Church does not have wi-fi.

## FAQs

Who will manage my event booking?

Bookings are managed by our experienced Manager and/or our Administrator who will also offer you the opportunity for a site visit. Wedding receptions are managed by our wedding catering partners Easy Gourmet.

Can we have alcohol at our event?

Yes. The Old Church is licensed from 1200 to 2300. But you can't sell alcohol. If your event is not being managed by a caterer, we will probably require you to have a licensed-trained person on the premises, at an additional cost to your hire fee.

Do I need insurance for my event?

We strongly recommend that hirers purchase their own Public Liability insurance.

Do you have disabled access?

Yes. The Old Church has level access and a disabled toilet.

Do you have a kitchen?

Yes - we have a small kitchenette which you are welcome to use. You may also borrow our kettle, urn, large tea-pot, mugs, tumblers and trays.

Can I park at The Old Church?

No. The Old Church doesn't have any onsite parking. But there is on-street parking spaces on Lordship Terrace behind the building, and more on Clissold Road, by the school and leisure centre; on Stoke Newington Church Street itself and adjoining streets.

What about public transport?

The 393 bus runs from Clapton to Highbury and Islington tube station and stops outside The Old Church. The 73 and 476 bus runs along Albion Road - a few minutes walk away. The 341 and 141 bus services run along Green Lanes - a 6 minute walk away.