



# VENUE HIRE

FITZROY PRESBYTERIAN CHURCH | UNIVERSITY STREET, BELFAST



# A SPACE FOR EVERY OCCASION





# LET'S MAKE YOUR EVENT HAPPEN!

Fitzroy Church welcomes and encourages the use of our facilities by individuals or groups that can contribute to and/or complement our desire to be....

***A Welcoming, Christ-centred and Spirit-filled Church,  
Worshipping and Serving God in the Community.***

In particular, we encourage the local community to use our facilities for recreational or other activities that improve social welfare and bring public benefit. To this end, we offer low-cost room hire and conference facilities for Christian organisations, voluntary groups, community organisations, charities, statutory not-for-profit organisations, businesses and private groups such as families.





**We love using Fitzroy to host events as part of our annual festival. Everyone is so welcoming and nothing is too much trouble.**

4 CORNERS FESTIVAL

**We've been very pleased with the space for our monthly wellbeing café. The facilities are clean, well-equipped and fit for purpose, providing everything we need for a smooth and comfortable experience. Having access to kitchen equipment is a great bonus, allowing us to offer refreshments with ease. The staff are consistently helpful and reliable - always supporting us when needed. Additionally, the room hire costs are very reasonable, making it an excellent option for our programmes.**

HOLYLAND COMMUNITY CAFE



# AVAILABLE FACILITIES

Our facilities are suited to a wide variety of uses such as conferences, seminars, training courses, meetings and concerts.

Our bright, modern building is set over two floors with lift access to the second floor and male, female and disabled toilets on both levels.

## All bookings include:

- Use of audiovisual facilities in each room.
- Access to wireless internet, if required.
- Limited free car parking available on most days.
- Support of Event Manager to help plan your event.



### Welcome Area | Ground Floor | Max Capacity 60

Our welcome area is situated on the ground floor and has its own dedicated access from Rugby Road. This space is great for hosting coffee mornings, informal meetings or drop-ins. The area can be set up as free flow, café style or in a more formal theatre style. The area features a coffee bar space which is equipped for serving refreshments and light snacks.

The availability of this area to book will depend on what other events are running on your selected date.



### Church\* | Ground Floor | Max Capacity 400

The main church body is available to hire for a range of concerts and conferences, having been used most recently for several 'in conversation' events.

The church can seat up to 400 people across the ground floor and balcony areas and has a dedicated entrance from University Street. Hire of the church also includes the use of the welcome area as an additional entrance and/or breakout space.

*\*The availability of the church is at the discretion of the Minister.*



### **Edgar Room | Ground Floor | Max Capacity 40**

The Edgar room is situated towards the back of the building and features a large carpeted space equipped with sofas for a more casual meeting. There is also a hard floored area at one end. This room can be set up theatre style or in a conference room format, as well as being able to be used for more informal meetings or drop-in sessions.

There is a separate entrance that can be used for this room, if required.



### **Newell Room | Ground Floor | Max Capacity 60**

The Newell room is a bright, spacious room and the largest room on the ground floor. It can be used for a wide range of meetings or events.

The room can be set up in whatever style you choose and has a servery that opens into the ground floor kitchen, from which refreshments can be served.



### Alexander Hall | First Floor | Max Capacity 120

The Alexander hall is our second largest space and is a bright and spacious area that can be used for anything from Sports or activity-based events to conferences or lectures.

The space is very diverse and can be set up in a range of formats. The room features two entrances and has a servery that opens into the first floor kitchen to make serving refreshments a breeze.



### Woodburn Room | First Floor | Max Capacity 30

The Woodburn room is a bright, well-equipped room on the first floor which is ideal for small meetings.

The room can be set up in board room or theatre style, depending on your preference, and features a small recessed area at the back where refreshments can be served.



## Kitchen | Ground & First Floor

There are fully equipped kitchens off both the Newell room on the ground floor and the Alexander hall on the first floor. Both kitchens are available to hire alongside these rooms for an additional fee.

Each kitchen has a servery area that opens out into the main room with tea and coffee making facilities.



## Gallery Space | Ground Floor

On the ground floor, we have a gallery space that can be used by local community groups and artists to display work as part of an exhibition, workshop or for sale. We can work alongside artists to facilitate gallery viewings, if required.

To enquire about the gallery space, please email Andrew Norrie (andrew@fitzroy.org.uk) directly.



## Catering

We all know that great refreshments help make great events, and we would love to help meet all your catering needs. We can provide you with a quote for a wide range of catering, or you are welcome to bring in your own catering company.

## AV Hire

All of our rooms have basic audiovisual facilities. However, depending on the size of your event, you may need to hire in extra equipment. We will work with you to understand your AV requirements and use some of our partner companies to ensure your event sounds fantastic.

## Everything Else

We are able to arrange a wide range of other items for your event, including table linen, room decoration and even selfie booths. Whatever you need to make your event fantastic, we will do our best to source it for you.



# PRICING

We want to make your event as cost effective as possible, therefore we have a fair and competitive pricing structure.

The prices below are current and we review these regularly. Discounts are available for charities and non profits - just ask about these when booking.

	Alexander Hall	Newell Room	Edgar Room	Woodburn Room	Welcome Area	Church
Half Day / Evening	£150	£90	£70	£70	£80	£330
Full Day	£220	£110	£100	£90	£130	£460

**Full Day** hire is classed as 9am - 4pm | **Half Day** hire is classed as 9am -12pm or 1pm - 4pm  
**Evening** hire is classed as 7pm-10pm | All times are negotiable



## General Terms and Conditions of Booking

We aim to respond to your application within 10 days. The completed application form will act as a contract so please provide accurate and full information. This will help to ensure your event runs as smoothly as possible.

The capacity of the rooms and halls will vary depending on the set up.

Before the use of the facilities, you must familiarise yourself with the room/hall layout, with particular note of emergency evacuation procedures which are wall mounted in each room.

All accidents and incidents must be recorded on a Fitzroy accident/incident reporting form, copies of which are located on the internal window sill beside the main office door. This must be completed as soon as possible and before leaving the premises. Completed copies should be posted through the office letter box.

We would be most grateful if you could leave the premises after your event tidy, as you found it. If this does not happen, we may have to request an extra cleaning charge.

## Amendments or Cancellation of Booking

If for reasons beyond our control we need to make an amendment or cancel your booking due to unforeseen circumstances (e.g. a funeral), we will endeavour to notify you as early as possible.

In the unfortunate circumstances that you have to cancel, postpone or amend your booking, we ask that you give us at least two weeks' notice. If less than two weeks' notice is given, the hire charge for the use of the facilities may be incurred.

We reserve the right to cancel your booking/future booking if you fail to adhere to the terms and conditions outlined in this document and/or are in arrears of previous payments.

## Restrictions on Use

The use of inflatables (such as a bouncy castle), team and contact sports, bonfires and fireworks are excluded within the halls and grounds of our facilities. If, however, you require the use of inflatables or your event includes team and/or contact sports, you are required to notify us in advance and you must ensure that the insurance cover you have is adequate.

The kitchen is available to be booked for users of the facilities. However, valid food hygiene certificates or the name of the catering company being used must be presented prior to use. When using a catering company, we will require a copy of their insurance policy before we process your booking.

The use of 'blu-tack' or 'sellotape' is not permitted. Please advise at time of application if you wish to post any material.

**TERMS &  
CONDITIONS**



# HOW TO BOOK

We would love to host your event at Fitzroy and we want to make it as easy and as stress-free as possible for you to organise. Our team will work with you every step of the way.

To book your event with us just follow the simple steps below:

## 01. Make An Event Enquiry

You can email us at [events@fitzroy.org.uk](mailto:events@fitzroy.org.uk), call us on 028 90319710 or complete an [event enquiry form by clicking here](#) or scanning the QR code on the right to begin the process.



## 02. Let's Build Your Event

Once we receive your event enquiry, we will begin building the perfect event package for you. A member of our team will contact you to confirm some of the details and get some more information from you, as well as answering any questions you may have. We will also invite you for a site visit if you wish.

## 03. Get Booking

If you are happy with everything, and we have the availability to host your event, we will send you a booking form for you to complete. Once this is completed, you can begin putting the final touches to your event and we will do the rest.



# SAFETY, SECURITY & SERVICE

We are committed to the three core principles of Safety, Security and Service for all our events, no matter what their size.

To ensure we meet these, we will do the following as a minimum;

- Provide you with a dedicated person to manage and oversee your event.
- On the day of your event, allocate a member of our team to support you in the delivery of your event or meeting.
- Review your risk assessments and offer support and advice when necessary.
- Check our premises before and during your event to ensure the highest standards of cleanliness.
- Provide clear instructions concerning emergencies and evacuation, including all procedures to be followed.
- We do not permit alcohol or bags over A4 size as an additional security precaution.
- Publish general event and arrival information on our social media for all events over 75 people.

We are also committed to ensuring that both you and your guest(s) have a fantastic time and leave wanting to return.

If you have any queries about any information in this booklet, please contact our Event Manager.



Fitzroy.org.uk

# GET IN TOUCH

Phone: 028 90319710

Website: [www.fitzroy.org.uk](http://www.fitzroy.org.uk)

Email: [events@fitzroy.org.uk](mailto:events@fitzroy.org.uk)

Or complete the [\*\*event enquiry form here\*\*](#) and  
someone will be in touch soon.



**WE LOOK FORWARD TO  
HOSTING YOUR EVENT!**

WWW.FITZROY.ORG.UK