



Calthorpe Room Hire

2025

Make a booking via:

<https://www.calthorpecommunitygarden.org.uk/room-hire>

Opening Hours:

- Weekdays: 9.30 AM – 5.30 PM
- Weekends: 11.30 AM – 5.30 PM



Room hire

Our spaces can be hired out at an hourly rate. For bookings outside of our garden opening hours, you will be charged an additional staffing cost. Your booking with us supports our work with young people, free community programming and bookings for local charities across our venues.

We offer **discounts to registered charities, not for profit organisations and universities** . All our hirers are welcome to use the outdoor shared spaces as part of their hire. If you require exclusive access to an outdoor space or want to use the garden as a filming or photoshoot location, please get in touch for more information and a quote.

spacehire@calthorpeproject.org.uk



Pricing

Room	Capacity conference set-up (seated)	Capacity classroom set-up (seated)	Capacity theatre set-up (seated)	Price per hour	Discounted price for charities, not for profit organisations & universities
Cabin	15 people	25 people	30 people	£45	£40
Cabin and canopy	55 people	65 people	90 people	£65	£60
Main Hall	20 people	30 people	50 people	£50	£45
Kitchen	6 people at once			£50	£45
Early Years	15 people	25 people	30 people	£40	£35
Art Room	10 people	20 people	25 people	£35	£30
Polytunnel		20 people		£35	£30
Full site hire			500 people full site	Price on application	Please enquire
Filming or photographic shoot in the garden	30 minutes			£50	

Added extras

Tea, coffee and biscuit station **£4 per person**
(filter coffee, selection of black & herbal teas and biscuits)

Projector **£15** per booking

Portable Screen **£5** per booking

Flipchart paper **£5** per booking

Vegetarian lunch from **£6.50–£15** per head

Speakers **£15** per booking

Microphones **£10** per booking

BBQ **£35** per booking

If damaged, lost or stolen, charges will be incurred, see T&C's.



Out of hours bookings

One-Off Out of hours bookings: when you are booking a one-off out of hours, we need to have a staff member on site for an extra cost (£20.00/hour)

Repeat Out of hours bookings: when you are making repeat out of hours bookings (3 or more), we can offer an induction to a designated person who will be on-site at all the bookings to show them how to close the site.

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Cabin

£45 per hour

£40 (discounted rate)

Capacity: 30 people



Cabin and Canopy

£65 per hour

£60 (discounted rate)

Capacity: 90 people



Polytunnel

£35 per hour

£30 (discounted rate)

Capacity: 30 people



Main Hall

£50 per hour

£45 (discounted rate)

Capacity: 50 people



Kitchen

£50 per hour

£45 (discounted rate)

Capacity: 6 people



Early Years

£40 per hour

£35 (discounted rate)

Capacity: 30 people



Art Room

£35 per hour

£30 (discounted rate)

Capacity: 25 people



Full site hire

Price on application (£2000+)

Capacity: 500 people

Contact

spacehire@calthorpeproject.org.uk

Or call **020 7837 8019** to book

FAQs



How many tables and chairs are available?

95 Chairs and 27 Tables.

Are we allowed a bouncy castle?

Unfortunately, no bouncy castles are allowed on the premises.

Are there any discounts for hall hire?

Discounts are provided to charities, not-for-profit organisations and universities.

Do the halls have a kitchen?

Yes, which can be hired upon request.

Is there parking?

No, however if arranged in advance, parking can be obtained on Ampton Street.

Do I need to bring cleaning products?

No, cleaning products can be provided if required.

Do I need to take the bins out?

Yes, please seek staff guidance on where to dispose rubbish.

Is there free Wifi?

Yes, free Wifi is available.

Do you have speakers?

Yes, a wireless speaker is available for hire.

Can I bring in catering?

Yes, but any mugs and dishes used must be cleaned and put back.

Can we decorate the hall?

Yes, you can decorate the hall using white tac and sellotape only.

Do you provide utensils?

Yes, but they must be cleaned and put back after use.

Can I leave items overnight after the event?

No, however if you have a booking over several days you may leave items at your own risk.

Can we use a drone to film in the garden?

No, we have not yet put procedures in place for drones but this could change.

Is the garden accessible?

Yes the whole site is wheelchair accessible although some paths have rough terrain.