



# St Columba's Church of Scotland

## Space Hire Brochure 2025

St. Columba's Church of Scotland  
Pont Street, London, SW1X 0BD  
Website: [www.stcolumbas.org.uk](http://www.stcolumbas.org.uk)  
Registered Charity No. 236173

## St Columba's Church of Scotland

St Columba's is located on Pont Street in Knightsbridge in the Royal Borough of Kensington and Chelsea, The Church is within easy reach of three London Underground stations – Knightsbridge (Piccadilly Line), South Kensington (Piccadilly, Circle and District Lines) and Sloane Square (Circle and District Lines)



St Columba's  
Pont Street  
London SW1X 0BD



+44 (0) 20 – 7584 – 2321



[office@stcolumbas.org.uk](mailto:office@stcolumbas.org.uk)



[www.stcolumbas.org.uk](http://www.stcolumbas.org.uk)

### General Info and Amenities:

- Toilets: There are 2 disabled, 4 female and 3 male toilets in the building – There are all situated in the basement (lift available)
- Parking: We are unable to provide parking. The Church is in both the London Congestion Charge and ULEZ zones. You can park using the residents parking bay after 6.30pm
- We are unable to offer hall hire on Friday evenings, Sundays and Bank Holidays
- Guest Wifi available
- Hire available from 9am to 11pm – *Music must be stopped by 10.30pm and halls must be vacated and cleaned by 11pm*

### Accessibility – please contact the office with your requirements prior to your event

There is currently no step-free access from the street to the church

Stairlift is available from the side door (on Lennox Gardens) – Manual wheelchairs only, Maximum 150 kilos, Platform 64cm x 69cm – We have manual wheelchairs available – Please ask for the ramp to access the stairlift

Lift is available from the entrance hall to basement (Lower Hall) and Sanctuary

Upper Hall is currently not accessible

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**Discounts available – please contact the office**

- Charity (proof requested) – Discount is only available on room/kitchen costs. All other costs (organist, beadle, choir singers, caretaker overtime, equipment) are flat rates and cannot be discounted
- Weekly bookings

**All hires will be subject to agreement with our Terms and Conditions.**

**Please use our booking form at the end of the brochure or on our website or contact [office@stcolumbas.org.uk](mailto:office@stcolumbas.org.uk)**

We can organise a visit of the venue if needed. Please contact the church office.



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## THE SANCTUARY (Main Church)



The Sanctuary is available to hire for concerts and rehearsals as well as life events (weddings, funerals)

### **Specifications:**

Seat up to 500 people

26 pews on each side – each pew can comfortably sit 7 adults with extra seats in the Gallery

Organ and upright piano

### **2025 Hire Rates**

Services (4-hour session)	£641
Concerts/Evening (4-hour session)	£912
Piano	£78
Organ (if you have your own organist)	£150
Organist	£250
Church Beadle (mandatory for all services)	£130

No food or drinks are allowed in the Church or Gallery. Water bottles can be brought in.

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## LOWER HALL (Basement)



The Lower Hall is situated in the basement of the church. With lots of natural lights and a sprung floor, it is ideal for dancing, receptions or all other events that you would like to organise.

The Lower Hall is unavailable to hire during term time between 8am and 6pm but is available outside of these times.

There are two extra toilets (one male, one female) at the back.

### **Specifications:**

Size (in meters): 25 x 11.50  
Up to 200 people for seated events  
Up to 300 people for standing events  
Baby grand piano  
Tables (4ft x 2ft) and chairs  
AV System

### **Kitchen:**

Cutlery/Crockery/Glassware  
2 x Electric fan ovens  
Gas stove (4 burners)  
2 x Gas ovens  
2 x Hot cupboards



### **2025 Hire Rates**

Hourly rate – Hall	£152
Hourly rate - Kitchen	£55
4-hour session - Hall	£483
4-hour session - Kitchen	£200
Piano	£78
AV System	£125

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## THE UPPER HALL (Ground floor)

The Upper Hall is a great space for children's classes, meetings, lectures, small concerts and birthday parties as well as reception after services.

It can be divided into two spaces using a movable wall.



### **Specifications:**

Size (in meters): 11.50 x 5.25  
Up to 75 people for seated events  
Up to 100 people for standing events  
Grand piano  
6 tables (4ft x 2ft) and 100 chairs  
Projector

### **Kitchen:**

Cutlery/Crockery/Glassware  
Gas stove (4 burners)  
1 x Gas oven  
1 x Small hot cupboard

### **2025 Hire Rates**

Hourly rate – Hall	£104
Hourly rate - Kitchen	£32
4-hour session - Hall	£236
4-hour session - Kitchen	£122
Piano	£78

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## **THE LIBRARY (Ground floor)**



The library provides a space for small meetings or children educational classes. It is also great for intimate reception or as a green room for larger events in other halls.

### **Specifications:**

Size (in meters): 6 x 4.50

Up to 40 people for seated events

Up to 50 people for standing events

Chairs

1 x wooden table

Tables (4ft x 2ft) available upon request

### **2025 Hire Rates**

Hourly rate	£53
4-hour session	£135

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## St Columba's Hall Hire Booking Form

*Bookings need to be confirmed by church office*

### Hirer Details

Organisation name	
Contact name	
Email address	
Contact number	
Address	
Address for invoicing (if different from above)	
Charity number (if applicable)	

### Your Event

*Please consider time to set up and clean/clear after the event which must be included in start time and finish time. You will not be able to access the hall earlier than the start time stated on your booking and the hall must be cleaned and vacated by the booked finish time.*

Date (s) requested	Hall (s) requested	Start time	Finish time (max 11pm)

Alcohol to be sold (this includes a free glass of alcohol as part of a ticket)

Yes

No

*If yes, you will be required to apply for a Temporary Event Notice (TEN) with the Royal Borough of Kensington and Chelsea (RBKC)*

Requirements – extra cost and depending on availability  
(please circle or highlight your requests)

AV System (Lower Hall only)	Projector	Microphone
Organist	Choir singer (state number)	Beadle
Other (please specify)		



Tables/Chairs (numbers) – depending on availability

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*Note: We have limited storage space so any deliveries prior to the event must be approved with the Church office in advance. We will not accept deliveries that haven't been agreed in advance.*

**Declaration**

I can confirm that the above details provided are accurate.

I have read and agree to the “Terms and Conditions Hall Hire 2025”

Name  Signed  Date

<b>For Office Use Only</b>	
Hire cost agreed	
Beadle	
Organist	
Choir Singers	
Audio equipment	
Remarks	