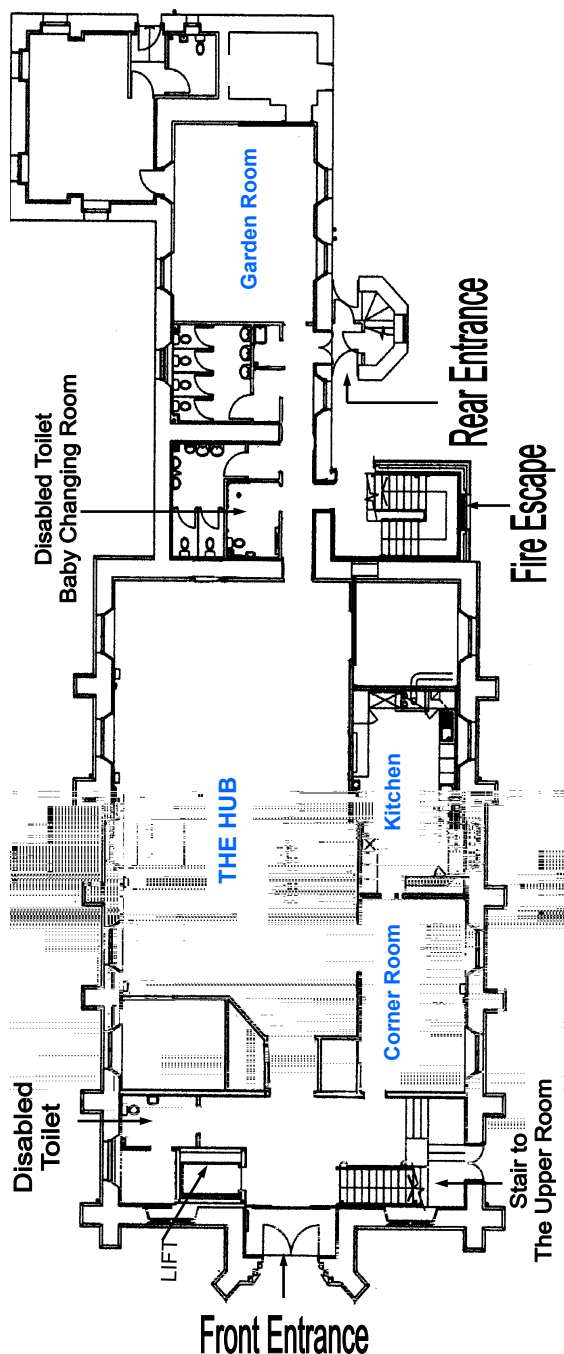


## GROUND FLOOR PLAN



Revised Dec. 2019

## KING STREET HALLS

owned by Kirkwall East Church  
and available for use by the  
whole community of Orkney.

- \* This listed building has been totally refurbished to a very high standard.
- \* The renovation has created a spacious and welcoming building with all modern facilities.
- \* Access and use of the building has been designed to suit the old, the young and the disabled.
- \* Ground floor rooms are all heated by low surface temperature radiators for safety.
- \* The garden can be used as a secure and child safe area.
- \* As well as a carpeted stairway to the Upper Room, a 13 person lift is available for your convenience.
- \* A large car park at the rear of the Halls can be used for parking in the evening and weekend.
- \* Entrance will normally be through the front entrance but access to the Garden Room may be via the rear entrance.
- \* Sound systems with radio microphone are available in both the Upper Room and the Hub.
- \* Events continuing after 22:00 hours are subject to an extra charge, negotiation and approval.

Halls Manager: Telephone  
01856 871751 or 07884 452 095



Kirkwall East Church  
King Street  
Kirkwall  
KW15 1JF  
Registered Scottish  
Charity No. SC018002



# KING STREET HALLS



*information on  
rooms and facilities  
for  
community use*

## ROOM HIRE CHARGES

### ROOM Cost per Session

Upper Room £60  
*Size 17.5m x 13m*

The Hub £38  
*Size 8.9m x 14m*

Corner Room £20  
*Size 6.7m x 4m*

Garden Room £28  
*Size 6.5m x 5.3m*

Kitchen small event £10  
large event £20

## SESSIONS

Morning 09.00 - 13.00

Afternoon 14.00 - 17.00

Evening 18.00 - 22.00

**ALL BOOKINGS  
should be made through:-**

**sessionclerk@kirkwalleastchurch.co.uk**  
**Or by calling 07872 998 364**

## ROOMS FOR HIRE

**Free WiFi in all rooms**

### UPPER ROOM

- ♦ auditorium for musical and other events
- ♦ original wooden ceiling
- ♦ pipe organ
- ♦ induction loop
- ♦ sockets for stage lighting
- ♦ maximum room capacity is 225 persons
- ♦ Video and audio can be recorded/ streamed

### HUB

- ♦ suitable for large gatherings
- ♦ receptions
- ♦ coffee mornings
- ♦ sales events & fundraising events
- ♦ room capacity:-  
standing only 225  
seated events 100 to 120 max.

### CORNER ROOM

This is an informal comfortable meeting room with carpeted floor - optional seating up to 20.

*The Hub and the Corner Room can be used together and both rooms have direct access to the kitchen.*

### GARDEN ROOM

Located at the rear of the premises, this room looks out on to the garden and is suitable for small to medium gatherings. Hard flooring. Maximum seating capacity of 40.

### KITCHEN

A fully fitted modern kitchen with 6 hot plate induction cooker, hot cupboard, fridge/ freezer, microwave, pass through dishwasher, crockery and cutlery.

## EQUIPMENT

*available for use at an additional cost*

- ♦ Projector screen £ 2
- ♦ Flip chart / Whiteboard £ 2
- ♦ Projector (*for use with laptop*) £10
- ♦ 65" Television on wheeled stand £10

*available for use at no extra charge*

- ♦ Radio microphone and speakers in the Upper Room and the Hub
- ♦ Digital piano
- ♦ Grand piano
- ♦ Sandwich Board for posters
- ♦ Railing Board for posters

## OTHER FACILITIES

- ♦ Lift to the Upper Room
- ♦ Baby changing room
- ♦ Shower
- ♦ Toilets for disabled at the front and rear of the building
- ♦ Versatile lighting in all rooms to create your own atmosphere
- ♦ Fold-away tables are available and a variety of seating arrangements can be offered

## CONDITIONS OF HIRE

- ♦ Full details of the Conditions of Hire Agreement are available.
- ♦ These will explain any restrictions that are in place eg. the sale of alcohol on the premises is strictly forbidden.
- ♦ There is further information regarding room capacities which may be of use in preparing and planning for an event.
- ♦ **Events involving unaccompanied children/vulnerable adults must comply with safeguarding rules and require a statement confirming compliance.**
- ♦ ***This information is essential for those considering events such as public meetings and concerts etc.***