Milton Room Hire

We have a couple of rooms (at St. Andrew's Church, Liddesdale Square, Glasgow G22 7BT) with facilities available for hire, which are available at competitive rates. The entire space is on the ground floor with wheelchair access. To arrange a viewing or discuss an event, please email partnerships@ngcfi.org.uk including your preferred date and time, expected number of attendees, as well as information about your group and type of event. Otherwise, please fill in the booking form below. All rates include VAT.

The Main Hall

The Main Hall at Milton Community Food Hub is a spacious and light hall (13m x 8.5m) with a stage (4.85m x 1.35m), and a capacity for up to 100 people (standing). There are 55 chairs and 8 foldable tables to use, with space for more (up to 80 seated). It's suitable for large meetings, fitness classes, music events, community meals and parties. The hall features a double height ceiling, built-in stage with side access, wood panel flooring and a café servery at one side. The servery has a tea bar area with boiling water facilities for hot drinks, and catering can be brought in, see rates for more information.



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Meeting Room

The Meeting Room is a small, cosy, and light meeting space (5.5m x 3m), with a square table and four chairs (with space for more), a sofa, and a television with HDMI. It would be great for smaller meetings, seminars, and workshops, or as a breakout space from our main hall. It's a private room with big light windows, and the capacity is 10 seated or 15 standing.



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Further Information

- Chairs and tables will be available for use, but please let us know beforehand if you'd like them set up.
- The minimum booking time for all spaces is 1 hour.
- A full day discount is available if you hire a space from 9am to 5pm. The full day discount is £20 off what the hourly rate would be for 8 hours.
- Hires beyond 5pm or at weekends will be charged at a higher rate, with a minimum duration of 3 hours.
- If a hire begins during business hours (9am to 5pm, Monday to Friday) and extends into the evening, the remaining time past 5pm will be charged at the evening rate.
- We offer a discounted rate to community members, non-profits and charities for events which benefit the local community.
- For hires under £100 the full payment is required to make the booking. For hires over £100, a 20% deposit is required to make the booking, with full payment two weeks before the event. Your booking is not confirmed before initial payment and confirmation.
- A cleaning deposit of £40 is required for events that may incur mess, such as if food is served. This will be charged alongside your hire fee and will be refundable once we've determined the condition in which you've left the space.

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Milton Room Hire

Daytime Rates – Monday to Friday – 9am to 5pm

Space	Per Hour	Full Day (9am – 5pm)
Main Hall		
Community/private groups	£25	£150*
Third Sector organisations	£35	£260
Public and corporate	£45	£340
Meeting Room		
Community/private groups	£10	£80
Third Sector organisations	£20	£140
Public and corporate	£30	£220

*Long-term lets can be offered at discounted rates. *Price negotiable.*

Evening & Weekend Rates – Weekdays after 5pm / Saturday & Sunday

Space	Per Hour	Full Day (9am – 5pm)
Main Hall		
Community/private groups	£35	£230*
Third Sector organisations	£45	£340
Public and corporate	£55	£420
Meeting Room		
Community/private groups	£20	£140
Third Sector organisations	£30	£220
Public and corporate	£40	£300

*Long-term lets can be offered at discounted rates. *Price negotiable.*

Add-ons

Product	What's Included	Cost
Kitchen for heating food	Access to microwave, oven, stoves and dishwasher.	£20 up to 10 people £30 up to 20 people £40 for 30+ people
Kitchen for cooking food	Access to all kitchen equipment as well as the above facilities.	£30 up to 10 people £40 up to 20 people £50 for 30+ people
Tea & Coffee	Instant coffee, teabags, milk, plant-based milk, mugs and hot water.	£2.50 Per Person
Tea, Coffee & Biscuits	The above as well as a selection of biscuits catering to dietary needs.	£4 Per Person

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Terms and Conditions

- Access to the space you hire is only within the hours that you have booked. Please ensure that you book enough time to appropriately set up and break down your hire. You must leave the space in time.
- You may not be able to enter the building until the beginning of your hired time as there may be other activities taking place.
- You are responsible for your group at all times, including safety (including when a fire alarm sounds), damage incurred to the property or equipment or disruption/excessive noise. Your group must follow all instructions from staff.
- Adherence to the Protecting Vulnerable Groups (PVG) scheme is a legal requirement for jobs or regular volunteering that involve caring for, supervising, or being in sole charge of children or protected adults.
- Children must be supervised at all times.
- All rubbish must be clear after your event, either in bins provided or large items of waste taken away with you. If there is excessive waste left out, we may withhold the cleaning deposit.
- All hallways and entrances must be kept clear during the duration of your event, including cables that may cause trip hazards.
- You must let us know if there is anything to be delivered for your event, and we will confirm if we are able to accept it.
- Do not hang or stick anything on walls or floors without prior permission.
- No smoking/vaping or consumption of alcohol/drugs are allowed anywhere in the building or entrances.
- No animals or pets are allowed in the building apart from service animals.
- Use of the kitchen is not included in your hire unless specifically requested, agreed and paid for.
- Food cooked must reach a minimum core temperature of 75°C and reheating must reach a minimum of 82°C.
- We are in a residential area, so please keep noise to a minimum, especially when leaving the premises.
- All activities must be agreed before the hire, we reserve the right to stop any activity if not agreed beforehand or if your event differs from your stated event, and there will be no refund.
- We do not accept booking which include political campaigning, fundraising, without prior agreement – we cannot host activities which involve publicity which promotes or poses a view on a question of political controversy which is identifiable as the view of one political party.
- We do not permit the sale of age restricted items or items requiring a license.

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- We have a zero-tolerance policy to harassment, verbal or physical abuse or discrimination to our staff, volunteers or other users of the building. If you or a member of your group breaches this policy, we reserve the right to ask that the offending party leaves the premises immediately. There will be no refund or reimbursement of any costs in this case.
- If you intend to bring in external equipment such as a bouncy castle or hot plates, the placement and use of this must be agreed in advance, and the appropriate insurance must be in place.
- If applicable you must provide public liability insurance or other insurance depending on your event.
- Moving, tampering or removing any health & safety or fire equipment during a hire is strictly prohibited.
- Any equipment that you bring must be either PAT tested or under 12 months old.
- The cost of damage (intentional or otherwise), theft or loss to the building, furniture, equipment or any other NGCFI property (and the replacement/reimbursement) will be fully charged to the hirer.
- Use of NGCFI logo or branding to promote public events at our space must be approved before publication.
- If you wish to cancel the hire, contact us immediately. Depending on the notice given, we may charge a fee based on the percentage of the hire cost. 48hrs or less: 100%, 48hrs to 7 days: 50%, 7 or more days: full refund. Deposits are non-refundable.
- Full payment must be made in advance of the hire, usually at least two weeks before unless agreed otherwise. Payments can be made by bank transfer, card, cash, or cheque.
- We reserve the right to postpone or cancel events in the case of severe weather warnings or extreme weather conditions that pose a risk to the safety of staff or the public, and which are beyond our control. We will monitor weather forecasts and communicate any potential cancellations with event organisers at the earliest opportunity. In cases where rescheduling is not feasible, refunds may be issued at our discretion.
- Running over of your time will be charged as an additional fee at the hourly rate of your booking.
- In confirming the booking in writing and or paying a deposit, all hirers agree to the above terms and conditions.

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Accessibility

The building has full step-free access apart from the stage.

Toilets

There is one female toilet (with two cubicles), one male toilet (with two cubicles) and a disabled gender-free toilet (one cubicle).

Tables and Chairs

There are 55 chairs and 8 foldable tables that can be used for your event. You can bring additional if you'd like, but all requirements should be discussed and agreed in advance of event hire.

Transport

- We are accessible by the 75 and 89 buses with a 5 minute walk, or the Ashfield Train Station and Bishopbriggs Train Station with a 20 minute walk.
- There is plentiful on-street parking around Liddlesdale Square and the surrounding streets. Please be aware of parking restrictions.

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