

Hire Guide



The facilities at Upper Chapel (Unitarian 1700) Channing Hall (1882) & The Meeting Room

*An historic and prestigious venue
of great character
in the Heart of Sheffield.*

Fully Accessible.

Registered Charity No. 239405



www.room-hallhiresheffieldcitycentre.org.uk

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Erland Cooper (at the piano) and colleagues, in the Chapel 23.11.2024

The Upper Chapel premises have several impressive and affordable (linked) spaces for hire. This document provides comprehensive information about each space, the facilities on site, and the optional services and equipment we can provide.

If, after reading this document, you would like to book, visit to view for a potential booking, or have any questions, please do not hesitate to contact the Manager:

Mobile: 07808 064 693 Landline: 0114 272 8174

email: chapelmanager@upperchapelsheffield.org.uk

We are delighted to work with



www.musicintheround.co.uk



www.sheffdocfest.com



www.sheffieldtheatres.co.uk



www.englishtouringopera.org.uk



www.dickensfellowship.org



www.classicalsheffield.org.uk



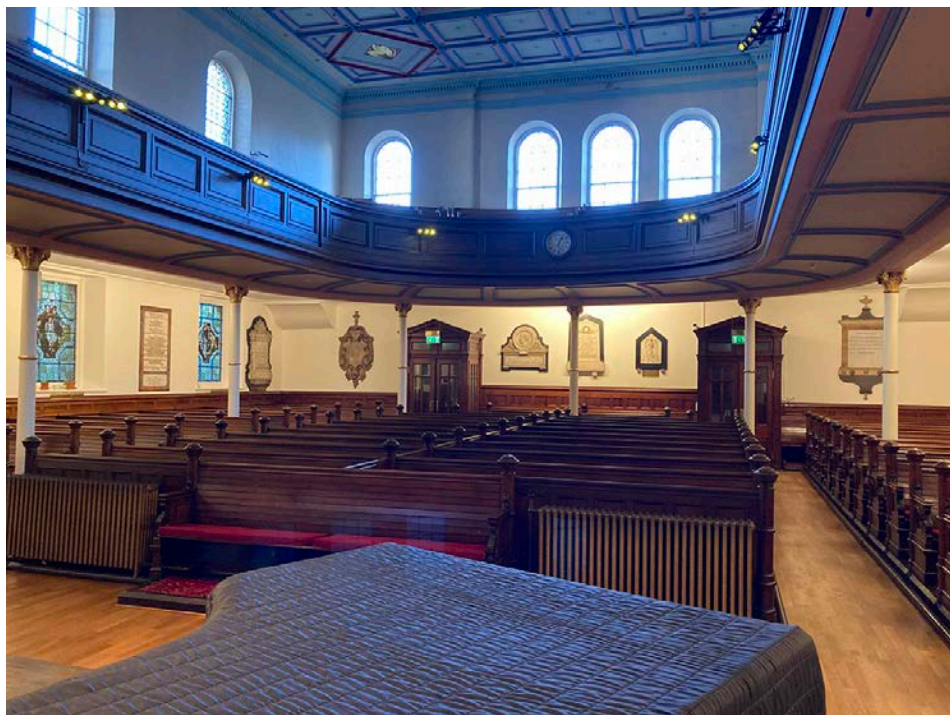
www.thewritersworkshop.co.uk



www.concerteventsglobal.com

Norfolk Street
Sheffield
S1 2JD

(Opposite the Head of Steam)



The Upper Chapel Complex is a thriving, working Unitarian church but has long been a venue for high quality concerts and performances; the Grade II Listed Chapel itself having excellent acoustics, in addition to a fascinating history. **The Chapel offers the following facilities:**

Wadsworth-Keats 3 manual organ (one of the finest in the City)
Yamaha Grand Piano.

Low platform for presentations / performances (+ wheelchair ramp)

Hearing Loop (upgraded in conjunction with the RNID)

Faster Fibre Wi-Fi.

PA Sound system with wireless mic., Bluetooth / MP3 / CD

Digital projector and large, portable screen (separate hire charge)



Additional information

Maximum seating capacity:

300 on ground floor inc.

2 wheelchairs. 20 in Gallery.

Platform / performance area:

approx. 3.40 x 6.80 metres

4 x Music Stands (separate hire)

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CHANNING HALL

**HIRE
WITH
STYLE**

45 Surrey Street
Sheffield
S1 2JD

(Entrance between Bird's Opticians
and TaylorTaylor Barbers)



All Photos: Copyright FJA Smith

Channing Hall is Grade II Listed, built in 1882 and is situated on the first floor at 45 Surrey Street. It is linked internally to the Chapel on Norfolk Street, and the Hollis Building, which sits in between. The hall's flexible layout is ideal for larger meetings, conferences, performances and classes.

The Hall offers the following facilities:

Rectangular and / or circular tables Faster Fibre Wi-Fi.

Nearby kitchen, if required (separate hire charge)

PA Sound system with wireless mic / 4 desk mic's., Bluetooth / MP3 / CD

Digital projector and large, portable screen (separate hire charge)

Accessible by wide spiral staircase or lift.



Additional information / equipment:

**Maximum capacity
110 persons**

Portable staging dimensions
5.00 x 2.00 metres

Lectern

Constant Hot Water Urn

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The Meeting Room

45 Surrey Street
Sheffield
S1 2JD

(Entrance between Bird's Opticians
and Taylor Taylor Barbers)



All Photos: Copyright PJA Smith

The Meeting Room is located on the first floor of our Hollis Building which is connected to both the Chapel and Channing Hall. It's ideal for smaller meetings, classes or as a breakout room.

The Meeting Room offers the following facilities:

Flexible seating and table layout

Faster Fibre Wi-Fi.

Adjacent kitchen, if required (separate hire charge)

Digital projector and wall mounted screen (separate hire charge)



Additional information:

**Maximum capacity
20 persons**

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The Kitchen at Channing Hall

45 Surrey Street
Sheffield
S1 2JD

(Entrance between Bird's Opticians
and TaylorTaylor Barbers)



All Photos: Copyright PJA Smith

The Kitchen is next door to the meeting room and can also serve Channing Hall on the floor above, via the lift opposite. Catering can be brought in by the Hirer or go straight into Channing Hall.

The Kitchen has the following facilities:

- Instant hot water boiler
- Large fridge and large freezer (Upright)
- Electric 4 ring cooker
- Microwave / Kettle / Glass Washing Machine
- Stainless steel preparation surfaces / double sink
- Portable hot water boiler / Flasks



Additional information:

For the making of hot drinks, the kitchen may be used at no cost.

Alternatively, a portable, constant hot water urn and / or flasks can be sited in Channing Hall .

If food *preparation* is carried out, a separate hire charge is applicable.

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Tech. / Equipment Summary

	Layout	Projector & Screen	Connectivity & Sound	Performance	Other
Upper Chapel	Fixed pew seating. Maximum capacity 300 ground floor, 20 in gallery *	NEC digital projector for hire, subject to availability. See projector ports image on page 10. Large Screen	Wi Fi / Faster Fibre Broadband. Bluetooth / CD to PA system. RNID commissioned hearing loop. Wireless microphone.	Superb acoustics. Fine Wadsworth Keats 3 manual organ. Concert tuned Yamaha Grand Piano. Music stand hire.	Fully accessible. Wheelchair ramp (to low chancel platform). Green Room (Vestry)
Channing Hall	Flexible room layout style, to suit. Circular tables (seating 8) Rectangular Tables Maximum capacity 110*	NEC digital projector for hire, subject to availability. See projector ports image on page 10. Large Screen	WiFi Faster Fibre Broadband. Bluetooth / CD / mp3 to PA system. Hearing Loop. Wireless microphone. 4 x desk mics.	Good Acoustics Music system Portable staging Grand piano Music Stand Hire	Fully accessible. Constant hot water urn & flasks. Lectern. Display panels (Velcro type)
The Meeting Room	Flexible room layout style, to suit. Rectangular Tables Maximum capacity 20*	NEC digital projector for hire, subject to availability. See projector ports image on page 10. Electric wall mounted Screen	Wi-Fi Faster Fibre Broadband. Bluetooth / CD / mp3 to PA system. Hearing loop. Wireless microphone.	Excellent Wadsworth Keats 3 manual organ. Yamaha Grand Piano Music stand hire.	Fully accessible.
The Kitchen	Hot water boiler Double sink. Stainless steel preparation surfaces. Large fridge. Large freezer. Cooker. Microwave. Glass Washer.	N/A	N/A	N/A	

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Accessibility Toilets Baby Changing

The Chapel, Channing Hall and the Hollis Building are fully accessible and linked buildings.

Although we have an impressive, wide, spiral staircase all the way up to Channing Hall, we also have a spacious lift to all levels.

There are toilets close to the Chapel on the ground floor (Level 0) and others close to Channing Hall and the Meeting room.

An accessible toilet is located on the ground floor of the Hollis Building. It serves the Hollis Building and the Chapel. It can also be reached from Channing Hall and the Meeting Room by the lift (opposite when exiting on level 0).

All toilets have baby changing facilities.



All Photos: Copyright PJA Smith

Optional Equipment



Digital Projector



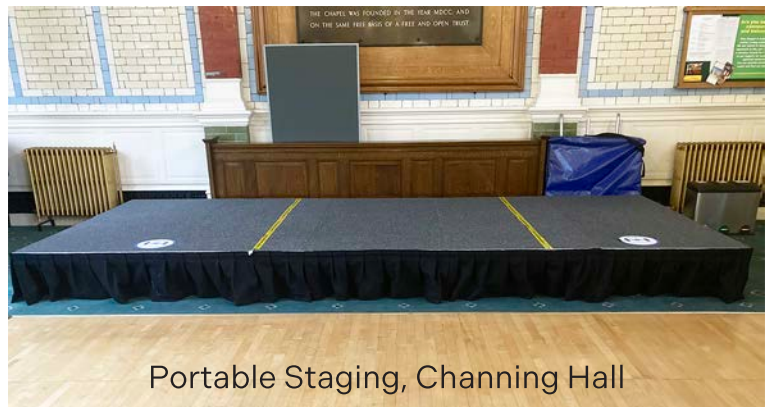
Wireless microphone



Bluetooth / MP3 / CD connectivity

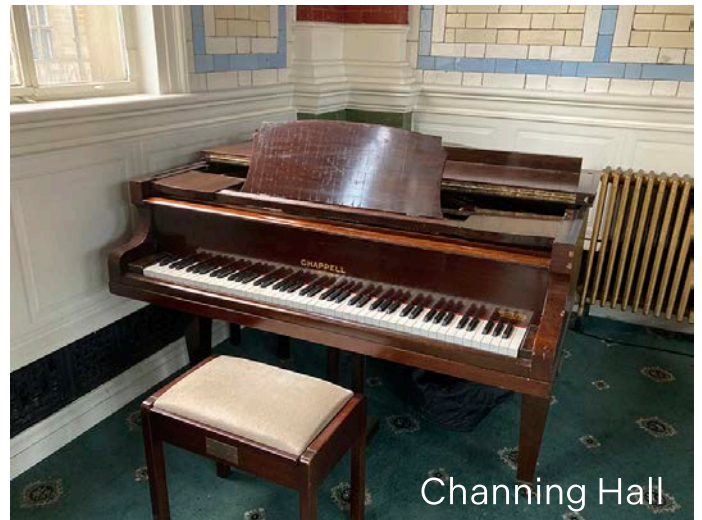


4 x desk microphones



Portable Staging, Channing Hall

All Photos: Copyright PJA Smith



All Photos: Copyright PJA Smith

Booking:

Bookings are secured upon return of a signed Contract and receipt of a (non refundable) deposit of £100 (Full amount if the total cost of hire is less than this figure). Daily charges apply if cancellations are made later.

Fire Risk Assessment

A copy of our Fire Risk Assessment, detailing escape routes is sent out upon confirmation of booking.

All electrical equipment on site has a valid PAT (Portable Appliance Test) certificate. Any electrical equipment brought on to site by Hirers, must also have proof of this.

We reserve the right not to accept equipment which is deemed unsuitable for the premises.

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Feedback from Clients

"We wanted to say thank you so much for having us. We have all been saying how wonderful the venue you have is and how perfect it was for our event. We really appreciate everything you did for us with setting up the room, sorting the cups and projector - it made such a smooth and enjoyable day. We will definitely be booking with you again."

Annie Vohra, SOAR Community, Sheffield

"What a splendid day we had at Upper Chapel for our Come and Sing event. The venue was ideal and the staff were extremely helpful and made our day run very smoothly. The audience commented on the wonderful acoustic that helped us to make the best sound".

R.H. Sheffield Philharmonic Chorus 23.03.26

"Upper Chapel was a wonderful venue to host our concert, 'Mediterranean Strings' with the Ciampa-Piccotti Duo. The acoustics in the space are naturally beautiful and very well suited for classical music. In addition, the staff at Upper Chapel were great to work with, taking care of concert details and warmly welcoming the artists and audience alike".

L.K. Concert Events Global 22.01.26

"Channing Hall was the ideal space for our Talks & Sessions with the Documentary Festival. Comfortably hosting over 90 people during a Sheffield heatwave is a great feat and not an easy thing to do. The layout of the main room intrigued our visitors, many who were visiting Sheffield for the first time, and the high ceilings, windows and colours of the building made our sessions a really comfortable space to be.

Photos can attest to the building's special charm. So it's not enough to simply leave a review about that. What really made the experience special for our guests was the team who worked tirelessly behind the scenes to help keep our sessions going. I was privileged to work closely with Manager Patrick, and Teddy and Andy (supporting DocFest tech.) who were calm and resourceful in the face of every minor disaster I brought to them. They were knowledgeable on technical issues, thoughtful around access for guests and most of all, just great folks to have around. In one scenario when Sheffield reached 30 degrees celsius (a very rare instance!) cooling fans were quickly brought in offsite for our guest speakers. In other moments when Q&A microphone issues arised, Andy and Teddy organised seamlessly to keep the session going. Suffice to say, the team was extremely accommodating.

It has really been a treat to work with Channing Hall and I look forward to doing so again next year. "

L.M. 25.06.25 Staff member. (Not an official DocFest statement).

"Just wanted to email and say a huge thank you from myself and James for all your efforts and allowances for Channing Hall. It's such a beautiful venue, all our guests said so, and we had a wonderful time. The facilities were clean, efficient, and modern. "

KM. 16.05.25

Feedback from Clients

"I wanted to thank you for your help and support with our Order of St John Award Ceremony on 28th April. I have had some lovely feedback from my manager and colleagues about the venue. We would really love to hold our event with you next year, so I will be in touch later in the year to discuss availability. The gift of life given to strangers is an amazing gift and these awards are special recognition of that, for families who made the decision to agree to organ donation at the worst possible time imaginable for them. You have gone above and beyond for us and for them, to make the ceremony run so well and I sincerely thank you for this. "

**L.B., Regional Office Manager - Northern, North West and Yorkshire Organ Donation Service Teams, Organ and Tissue Donation and Transplantation, NHS Blood and Transplant.
08.05.2025**

"Channing Hall is one of Sheffield's hidden gems. The Writers Workshop booked it for our annual Writers Day in February 2025, and it was perfect. As a social enterprise with a passion for creative self-expression, it was a joy to host our event in such a beautiful, inspiring environment, rather than a shiny corporate space. Channing Hall itself, the breakout rooms, and all the facilities were ideal for our programme and our guests. However, not only is it a gorgeous space, the venue staff were friendly and accommodating from the planning stage, through the event itself, and afterwards. And it was affordable, too, and we were grateful to have access to this wonderful place without breaking the bank. I would recommend it wholeheartedly to anyone thinking of running an event."

L.P.W., The Writers Workshop 10.02.2025



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Deputy Lieutenant of South Yorkshire, Professor Jaydip Ray DL (2nd from left), and The Lord Mayor of Sheffield Cllr. Jayne Dunne, flanked by Ben, St John Ambulance Team Leader (right) and Dylan, St John Ambulance Cadet of the Year (left) prior to the presentations at the Order of St John Transplant Awards in Channing Hall, 28.04.2025



Reception in Channing Hall 10.05.2025



Award presentations 28.04.2025



All Photos: Copyright PJA Smith

Directions

Approach Norfolk Street from the large Park Square roundabout (at the bottom of Sheffield Parkway), up Commercial Street, bear left onto Arundel Gate and filter right at the lights, into Norfolk Street, by the Crucible Theatre. Upper Chapel (S1 2JD) is at the top of Norfolk Street, opposite the 'Head of Steam' bar. Channing Hall (S1 2LG), to which the Chapel is linked internally, is around the corner on Surrey Street, having its own entrance between Bird Opticians and TaylorTaylor Barbers.

NB: Do NOT travel down Arundel Gate from the Eyre Street direction, due to the Bus Gate (Fines).

**Thank you
for your
interest.**

**We look
forward to
welcoming
You.**

Parking

There are no general parking facilities on site. However, limited parking for 2 vehicles may be available on the Chapel Forecourt, Norfolk Street, S1 2JD for organisers of events. Deliveries can be made by notifying the Manager's office in advance.

Please note that the forecourt and its Sanctuary Garden is used by pedestrians on a daily basis.

www.room-hallhiresheffieldcitycentre.org.uk

Premises Manager: 07808 064 693

email: chapelmanager@upperchapelsheffield.org.uk

This Facilities Guide may be updated at any time.

We reserve the right not to accept hires which are deemed unsuitable for the premises.