



Frequently Asked Questions

When Hiring the Lower Hall in the Parish Centre:

Q1: How many does it hold?

A1: 80 for fire regulations

Q2: How much does it cost to hire?

A2: £32 per hour at weekends and after 6pm Monday-Friday; £27 per hour before 6pm on a week day. Saturday after 12noon and Sunday after 12.30pm.

Lights out 11.30pm we don't have a late party license

Q3: Do I have to pay for the time to set up and clear away my function?

A3: Yes, because this is time when we cannot let the hall to another person

Q4: Do I have to clear up?

A4: Yes. There is a fully equipped, colour coded, cleaning cupboard and we ask that the hall is left in a condition that you would expect to find it, clean and tidy with all table and chairs put back in the cupboards. All rubbish needs to be taken away as we have to pay for rubbish removal, if it is left, we may need to with hold part of the deposit to pay for this

Q5: Can I decorate the hall?

A5: Yes, there are small eyelets at the top of the pillars to attach bunting to. Balloons, banners etc. can be attached to any glass or wood surface. **NOTHING ATTACHED TO THE PAINTWORK PLEASE WITH ANY SORT OF ADHESIVE.** (If all parties attached decorations to the paintwork the hall would quickly become shabby)

Q6: Can I book a party for my teenager?

A6: No sorry, due to a couple of very bad experiences we have decided to only offer the hall for small children's parties

Q7: How do I access the hall for a weekend booking?

A7: On a day to be agreed in the week prior to the booking; preferably on the Friday. The keys can be collected from the Parish Office before 12 noon. You will be shown how to unlock and lock up. A deposit of £100 is left on collection of the keys and returned the following week if there is no damage and the keys are all returned. No keys will be issued without the deposit (cash or cheque please)

Q8: Are there tables and chairs?

A8: Yes, there are large and small tables and chairs. If you need over 50 chairs, please mention this at time of booking as some of the chairs are generally kept in the smaller upper hall. There are 8 x 6ft trestle tables and another 4 in the Upper Hall, if all 12 tables are needed please mention this at time of booking

Q9: Is there a kitchen?

A9: Yes, next door to the hall there is a large catering kitchen with 2 fridges, a freezer, microwave, cooker, warming cupboard and hot water boiler. There are mugs and various items of crockery and cutlery although it won't all match

Q10: Can we bring our own caterers in

A10: Yes

Q11: Can you recommend caterers?

A11: We can't recommend but we can give you the details of the two catering companies we use

Q12: Do you set up the hall for us?

A12: No, the hall is provided as the space, you need to hire your own party providers etc

Q13: Can we have a bouncy castle?

A13: Yes, there is a space in one corner where a castle can be erected and there is also a large amount of outside space

Q14: Can we use the outside space?

A14: Yes, there is a self-contained garden (ensure the metal gates are closed) and other space alongside the veranda

Q15: Do you have any toys for a children's party?

A15: No sorry

Q16: Is there a car park?

A16: Yes, although there may be other events on in the church and upper hall and the car park is shared by the whole complex. Surrounding roads offer further parking

Q17: What are the dimensions of the hall?

A17: 17m x 7.4m (56ft x 24ft)

Q18: Can we use your tea/coffee/sugar etc?

A18: No sorry, they are for staff use only. Please bring your own refreshments

Q19: Why can't we have a party during the morning either on Saturday or Sunday?

A19: Saturday is on a long-term hire to a ballet group and on Sunday mornings the hall is used for church service children's groups