

Frequently Asked Questions When Hiring Halls/Rooms



Q1: How many do the various halls/rooms hold?

A1: Lower Hall 80; Upper Hall 30; Meeting Room 20 for fire regulations

Q2: How much does it cost to hire?

A2: The main hall is £42 per hour at weekends and after 6pm Monday-Friday; £34 per hour before 6pm on a weekday. Neither hall is available on a Saturday or Sunday before 12.30pm due to long term bookings during term time.

There is some flexibility during school holidays. A 50% **non-refundable deposit** secures the booking.

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

The upper smaller hall can be hired at a cost of £30ph at weekends and after 6pm and £24ph before 6pm but maximum capacity is 30 and it is not suitable for a party

We have a meeting room which can be hired at a cost of £20 per hour. Max capacity 20

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 safely. All rubbish needs to be taken away as we have to pay for rubbish removal, if it is left, we may need to withhold 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 young 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 morning. 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 and this maybe being used separately. 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 to see if this is possible.

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 such as jugs and cutlery, although it won't all match. What ever is used needs to be washed and put away

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 it is not very big and 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 main Lower 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 children's group

Q20: What happens if I forget the instructions about how to lock up correctly?

A20: You will be given a printed step by step instruction leaflet, please don't lose it!

Q21: Can I serve alcohol?

A21: Yes, on condition that you are not holding a ticketed event where the ticket is bought, or the alcohol is bought by the attendees.

If that is the case, you need a license from the council. We would need to see the license before the date of your event. If you hold this type of event with out a license the liability will be yours.