

USEFUL INFORMATION

Please note you **must** also read the **FULL TERMS & CONDITIONS OF HIRE**

PRINCIPAL CONTACT OR EVENT ORGANISER

The management require one contact point named in the application form, who will need to be available during the whole hire period to liaise with concerning any requests/directions by either party.

SECURING A BOOKING

There is a non-refundable **Booking Fee of £500** to hire the venue, the booking fee is required to reserve the date you requested and process your booking, if we have not received the booking fee or full payment, your requested booking date is not held and can be cancelled at any time without notice, full payment is due within 14 days of deposit payment or as advised.

A further **security deposit** will be required and held until the end of the hire and refunded within 14 days, less any deductions that may be applicable.

Payment details will be sent to you on request.

MUSIC AND PUBLIC PERFORMANCE

If you intend to use any form of sound amplification (DJ, live band etc) please be aware that the hall is located within a residential area and we have to keep very stringent control on the sound levels generated, the management will advise you if the levels are too high. We do operate a cut out system which will shut off power to all PA systems should sound levels exceed the maximum advised.

CAPACITY

As clearly stated the maximum capacity of the hall is 300 persons, please make sure that this number is not exceeded under any circumstances as the management will terminate the let instantly.

DECORATING

Please specify any and all type of decor you may intend to use to the management staff when confirming your booking as there may be restrictions; please refer to the terms & conditions of hire. No pyrotechnics are allowed. No candles, only one tea light per table, and absolutely no staples / nails / screws etc to be used by decorators.

TABLES/CHAIRS

We provide at no extra charge, high backed cushioned chairs and large round tables which measure 1.7m (66") in diameter which will comfortably accommodate 10 seats; we do not provide any type of table dressing or decor.

Unless you have contracted and paid for setup, it is your responsibility to remove and replace furniture items from the storage area **within** the period of hire.

LAYOUT

Unless you have contracted us to setup/down, you are responsible for arranging the table and chair layout to your requirement, hall staff will be at hand to oversee and guide you, you are also responsible to return all tables and chairs to the storage area at the end of the hire.

Please be aware that chairs **MUST** be stacked correctly as found and a minimum of two people will be required to position and put away each large round table.

Tables are NOT to be tilted or anchored into position, a minimum of two people are required to fold each table at a time, any damage will be chargeable at £150 per table.

HIRE PERIOD TIME

Please note that any time required for table dressing, decorating, layout etc. including removal or restoration of such items by you or any third party must be completed **WITHIN** the hire period.

Any and all participants of the booked event have to vacate the premises **WITHIN** the hire period, this includes any performers, DJ's, Caterers, staff etc.

Please make sure timings are adhered to as you will incur extra cost and this amount will be deducted from your security deposit.

Any overrun will be charged at 1.5 times the normal hire rate and will be charged per half hour this fee will be deducted from the security deposit.

REFUSE / RUBBISH /WATSE

We use private contractors to dispose of refuse bags at the prevailing rates shown on the price list in addition to the hall cleaning charge. It would be to your advantage to save on these costs if you stack disposable plates and cups to minimise the number of (your own supplied) refuse bags used. The management will be on hand to advise.

KITCHEN

If your hire includes usage of the Kitchen, we have a separate entrance for your caterers, please ask them to liaise with us for further information.

Cooking of any type of food is not allowed unless expressly allowed to do so at time of booking, please contact us if there are specific speciality dishes that need to be cooked onsite.

No fats or oils are to be disposed of down the drains or in the grounds outside. Please ensure you bring containers to hold and dispose of oils and food at a waste site, disposal of such items are your responsibility.

The Kitchen must be mopped and left clean at the end of hire.

You will be responsible for the kitchen to be left in a clean and hygienic condition at the end of hire, we reserve the right to charge you should this not be the case.

CAR PARKS

A limited number of cars with disabled passengers holding blue badges are allowed to park in front bays, all other vehicles are to park in the main car park at the rear of the hall.

There is no access to our grounds for coaches; passengers arriving by coach must be dropped off on Woodcock Hill.

Once capacity is reached, drivers will be asked to find alternate parking. We promote green travel and ask you to request all your guests to share transport when arriving at the venue.

Please visit our website for further information.

BALLOONS

If any helium balloons are brought into the venue and are accidentally released and end up floating on our ceiling **BE AWARE** there is a **minimum charge of £50** to have them removed.

CONFETTI

Use of confetti bombs **IS STRICTLY PROHIBITED**; there will be a **minimum charge of £50** for removal of any confetti that has not removed by hirer by the end of hire period.