

HALL ENQUIRIES – FREQUENTLY ASKED QUESTIONS

Send your enquiry or request to: Hallhire.ccmside@gmail.com

Be sure to include Your Name, Contact Number, Email address, the date you are looking to hire, the approximate start time and end time, whether you will be cooking in the kitchen or bringing in food or using outside caterers, whether you need some time beforehand to decorate the hall, you will be expected to clear up afterwards (leaving the hall as you found it), how many guests are expected, what is the type of event (eg child 5th birthday), will you be using a DJ or would you like to use our music system (bluetooth enabled), will you need a microphone.

You will need to bring your own (disposable) cutlery, plates, drinks vessels, table coverings.

You will need to bring your own black bin bags for waste disposal.

There is a large Biffa Bin near the entrance for waste bags.

No charge for arriving earlier to set the hall up but do not use permanent or semi permanent fixings

DO NOT ALLOW SMALL CHILDREN ONTO THE STAGE.

The hall lights are located in a cabinet just inside the Gents Toilets

The stage lights are located in the Sound Booth by the side of the stage.

There is a stage exit to the Car Park for easy access for eg DJ's at the rear of the stage.

The Bluetooth device name for the Music system is JB-CR3

We have 12xTables that are 6 foot by 2 foot 6 inches and each can seat 8 guests

We have 100 chairs