

HALL ENQUIRIES – FREQUENTLY ASKED QUESTIONS

When requesting a booking ...

Be sure to include Your Name, Contact Number, Email address, the date you are looking to hire, the arrival time and end time, whether you will be cooking in the kitchen or bringing in food or using outside caterers. You will be expected to clear up afterwards (leaving the hall, kitchen and toilets as you found them), 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.



Accessing the Premises

The gate has a padlock and if locked, the code will be provided. Please lock on departure.



Accessing the Hall

There is a keysafe located outside the hall to the right as you look at the hall entrance (beside the smoking bin), the keys will lock the inner and outer hall doors – please replace them in the keysafe if asked to do so (the code will be provided if this arrangement is agreed).



Setting Up the Tables and Chairs

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

We have 100 chairs

We have a number of tables outside of the kitchen area that can be arranged in a 'horseshoe' shape for food self service or in a serving arrangement.

Setting Up the Hall

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



Setting Up the Stage

The standard stage lights are located on the wall outside of the sound booth (on the right as you stand on the stage looking outwards).

The coloured stage lights are located inside the Sound Booth by the side of the stage. Switch the 'Master Blackout Switch' from Off to On.



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, simply pair your device and play your playlist. The Music system is switched on using the volume control button on the primary speaker.



There is a separate Yamaha system for the microphone. There is an On/Off switch at the back of the Unit. There is a volume control that is applicable to whichever channel the microphone is plugged into, and there is a Master volume control.

This equipment is located on the table outside of the Sound Booth and simply plug in and switch on