

Parish Hall – Frequently Asked Questions

How much does it cost?

The hall costs £13 per half hour to hire for parties and private functions. For regular lets and one off charity events please contact the Parish office for more details. Email: hall@whittonchurch.com or Tel: 020 8898 2694

How long should I book the hall for?

All hall bookings need to include time for you to set up the hall, hold your event and then pack away again afterwards. So if you are holding a two hour children's party we would recommend at least a 3 hour booking in order to give yourself half an hour either side. Longer parties, particularly evening ones serving alcohol tend to take longer to clear away so please take that into consideration when making your booking. All bookings must vacate by **11pm** at the latest.

How many people can the hall hold?

This depends on the hall layout you choose. If you are serving finger foods and people will be mainly standing / dancing then 100-120 people. We can accommodate 70 for a sit down meal / workshop.

What is included in my hire fee?

Your hire fee includes the use of the hall, chairs, tables, sound system and kitchen. We provide hand soap, toilet and kitchen roll, tea towels, hand towels, washing up liquid and bin bags.

What if I damage the hall or the equipment?

If the hirer is liable for damage to the premises or any of the facilities and equipment, as well as any extra cleaning which may be needed because of the state of the facilities after your function. These amounts will be invoiced to you and must be paid with 14 days of receipt. If damage/cleaning payments are to be made we shall advise you in writing of these within 7 calendar days after your function. Assuming you meet the terms and conditions of hire and are signed out at the end of your booking by your key holder with no issues raised you will not be charged.

What is in the kitchen?

The kitchen includes a double cooker, microwave, fridge, freezer, kettle, urns, plates, cutlery, tea and coffee cups and some glassware. You are welcome to use the crockery and cutlery in the kitchen but will need to wash it up and put it away again afterwards.

How does the sound system work?

The sound system consists of an amplifier and speakers set into the ceiling the length of the hall. You can plug the amplifier directly into an MP3 player or a computer via the headphone socket, or you can bring CDs which can be played through our CD player which is also connected to the amplifier.

How many chairs and tables are there, and how big are they?

We have 20 small children's chairs and 70 full size chairs. We have 12 x 6ft long rectangular tables and 6 x 6ft long rectangular tables some of which are lower to accommodate the children's chairs.

Can I use the data projector?

You can use our data projector and screen for a £10 fee per booking. You will need to bring your own laptop to connect with the projector.

Can I put a bouncy castle in the hall?

You are welcome to put up a small, toddler sized, bouncy castle in the hall, but please be aware that the ceiling height in the hall is 2.45m through the middle and reduces to 2.25m along the sides.

Can I put a bouncy castle up in the church grounds?

If you are to use a Bouncy Castle outside please note the outside space is open to public so it would need to be supervised at all times and you would need make sure it is properly tethered and are insured by the bouncy castle hirer.

Can we use the church grounds as well as the hall?

Generally hall hirers are welcome to use the church grounds, but please do check with us first before making a booking as this may be dependent on what is happening in the church that day. Please also beware that is open to public and children will need to be supervised at all times along with your belongings.

Rubbish

Due to the large number of bookings in our hall during the week, we require our hall hirers to make their own arrangements for the disposal of their rubbish and we would encourage you to recycle wherever possible. We do provide black bin bags for your booking, but you will need to take your rubbish away with you and dispose of it responsibly.

How do I get into the hall on the day of my booking?

We organise a rota of volunteer key holders who are responsible for unlocking the hall at the start of your booking time, ensuring there are adequate consumables (toilet roll, soap etc.), and making sure you know where everything is. They will also come back at the end of your booked time to check the state of the hall, sign you out and lock up. We will let you know the name of your key holder in the days leading up to your booking.

What cleaning up do I need to do after my event?

We request that you leave the hall as it was when you entered it at the beginning of your booking. This includes wiping down chairs and tables and stacking them neatly away; cleaning kitchen surfaces, removing any surplus food, drinks, serving trays etc. as well as your rubbish; checking the toilets are flushed and there are no blockages; sweeping the floor and wiping up any spillages or particularly dirty areas.