

JUBILEE HALL - FREQUENTLY ASKED QUESTIONS

How much does it cost?

See schedule of prices. A deposit of £20 or 25% of the total booking fee, whichever is the greater, is required. A pre-authorisation damage deposit fee of £300 will be taken from your card when you collect the keys. This will be cancelled on the Monday/Tuesday after your booking once it has been confirmed that all terms & condition have been adhered to.

How do I get in the hall?

Please collect the hall keys from the Office on the Friday morning before your event (office hours 9am-12.30pm).

What is the situation re catering?

The hirer does his/her own catering or brings in outside caterers.

Are you allowed BBQ's?

No, unfortunately BBQ's are not allowed anywhere on the premises.

Do I have to lock up and can I leave things in the hall until the following morning?

Unfortunately, due to heavy demand for the hall, it is not possible to allow hirers to leave things in the hall after their booking. Hirers are expected to clear up after their event, take all items away with them and post the keys through the Office letterbox. Caterers should be informed that they must take away all their equipment at the end of the booking too.

How many does the hall hold?

Our maximum is 80 guests, standing. Please note maximum for seating is 52.

What are the dimensions?

The hall measures 7m x 10m approx. The ceiling height varies from 2.7m at the sides to an apex of 4.7m.

Do you supply crockery or cooking equipment?

We have cups and saucers for approx. 54, mugs for approximately 45 persons and wine glasses approx. 50. Dinner plates, side plates, bowls and cutlery are available for hire at £10.

What facilities are in the kitchen?

A 9-litre water boiler, 1 electric kettle, a fridge and a microwave. There is no cooker.

Do you have tables and chairs?

We have 52 chairs and 10 x 4 feet long tables (both 27.5 inches wide).

What is the parking situation?

There is parking for approximately 12 cars in the grounds but plenty of on street parking in front of the hall.

Is the hall licensed for alcohol?

Yes, the hall is fully licensed. The hirer does his/her own bar.

What are the times the hall is available for hire?

From 9.00am to midnight. Everyone must have left the building by midnight for insurance/licensing purposes

Is the outside area included in the price?

Yes, there is a small, fenced garden area behind the hall that you can use. Approx 13m long x 7.5m width. Bouncy castles are allowed outside, but please check that the bouncy castle will fit into this small area.

What about my rubbish?

All rubbish must be taken away at the end of your hire period and disposed of by yourselves. Two black sacks are provided at the time of key collection. A sum of £50 will be deducted from your damage fee if rubbish is left for the Parish Council to dispose of. This includes helium balloons which have escaped to the top of the ceiling.