



# Aldermaston Parish Hall

## FAQ's

### General questions:

**Q.** How do I go about booking the hall?

**A.** How to book the hall

- Check the availability of the hall in our Hall Diary <http://www.aldermastonparishhall.co.uk> and click on 'Calendar' in the top menu bar, then do one of the following:
  - Email [Booking Office \(preferred\)](#)
  - Call our booking secretary 07748 791544, if no answer please leave a message
  - Complete and submit the enquiry form on our website <http://www.aldermastonparishhall.co.uk>
- Once you have ascertained that the hall is available, download and complete the booking form; either scan and email to our booking clerk at [bookingofficer@aldermastonparishhall.co.uk](mailto:bookingofficer@aldermastonparishhall.co.uk) or post in the normal way. Once this booking form is received our booking secretary will confirm your booking.

**Q.** I would like to take a look around the hall, how do I do this?

**A.** Please call or email our booking secretary who can arrange for you to be shown around.

**Q.** What size is the hall?

**A.** The Main hall is approx. 14m x 5m (46ft x 16ft, and the height is 5.8 m (19ft). . The Balcony is 4m x 4m (12ft by 12ft) and the Billiard room is approx. 10m x 5.5m (35ft by 18ft) and height 3.9m (13ft).

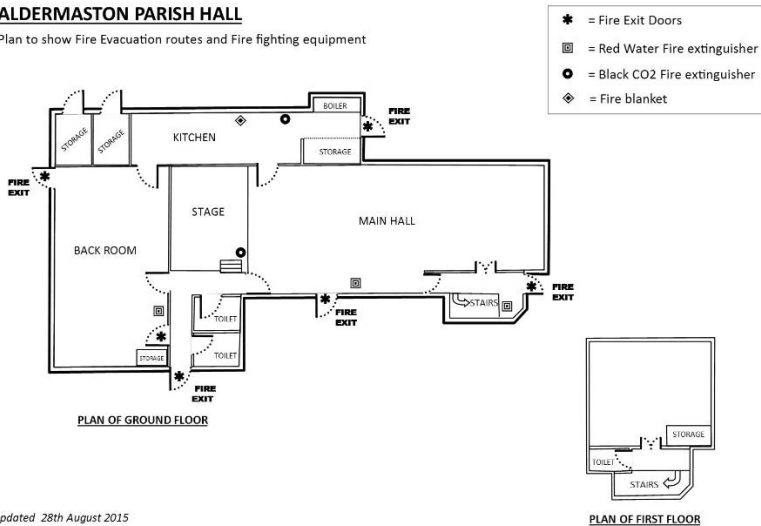
We also have a stage with step access from the inner hall which is approx. 12ft by 12ft

**Q.** Do you have a plan of the hall?

**A.** Yes see below

## ALDERMASTON PARISH HALL

Plan to show Fire Evacuation routes and Fire fighting equipment



**Q.** Do you have some outside space as I'd like to have a Hog roast?

**A.** Yes we have a small outside space behind the Billiard room where a Hog roast could be set up but please note this is not a play area.

**Q.** I would like to hire in a Bouncy Castle, can the hall accommodate this?

**A.** Yes you can have a bouncy castle in the main hall only but please see our special event guidelines taking note that your supplier must have their own Public liability insurance. The max height for a bouncy castle is 3 metres as we have hanging lantern lights. No bouncy castles allowed under the balcony area or the Billiard room

**Q.** Can I smoke outside the hall?

**A.** The hall and the hall carpark are non-smoking areas

**Q.** Do you have a garden?

**A.** No, we do not have a garden

**Q.** Can I have fireworks outside?

**A.** No, under no circumstances are fireworks or fire pits permitted including grounds surrounding or connected to the hall

**Q.** Can I put up posters, banners and balloons?

**A.** Yes, but you must use the hooks on the walls. No drawing pins, sellotape or blue tack please

**Q.** How many people can I have in the Hall?

**A.** The main hall is licenced for 100 people and the Billiard room for 50 people. If the whole hall is booked then the max is for 150 people. However, please also take into account the numbers of chairs, tables etc. and of course the number of parking spaces.

**Q.** How late can music and other activities go on for in the evening?

**A.** The hirer shall avoid excessive noise after 10pm and ensure that all music is finished by 11pm to comply with our licence... **11.45 pm** is the time that **ALL activities should stop**, unless you have permission from the APHMC. This includes all entertainment, cleaning, packing up, closing down, the hall **MUST BE CLOSED AT 12.00 MIDNIGHT.**

**Q.** What happens to rubbish which my event has created?

**A.** The hall has not provision for removal of rubbish. **It's up to the hall hirers to dispose of any rubbish left (including soiled nappies). All rubbish must be removed from the premises. Any rubbish left after the hiring of the hall will incur charges for the disposal.** Please see end of hire instructions which will be sent to you nearer the time of your event.

**Q.** How do I collect the key to the hall for my hire?

**A.** About a week prior to your hire date you will be sent key collection / return instructions.

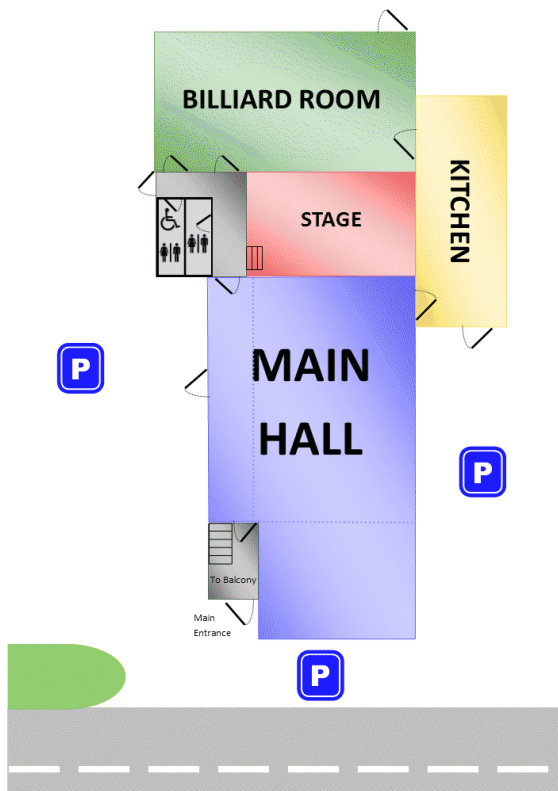
Please note the hire time includes set up and clear- up time. The key must be returned at the end of your hire. i.e. if you hire finishes at midnight the hall must be locked and the key must be returned by midnight as per the key collection instructions.

**Q.** Are animals allowed in the hall?

**A.** No animals or birds (except assistance dogs) are to be brought onto the premises, unless agree in advance by the APHMC. No animals whatsoever are to enter the kitchen area at any time.

**Q.** Does the hall have a car park?

**A.** Yes, we have space for 16 - 18 cars if parked carefully with two spaces marked for wheel chair/disabled users at the front and side of the Hall.



Please ensure that the Fire exit doors are not blocked by vehicles

**Q.** What features does the hall have for disabled people?

**A.** We have parking spaces next to the front door specifically for the disabled. The Front and side entrances to the hall are the same level as the carpark. We also have toilets suitable for disabled users.

**Q.** Does the hall have baby changing facilities?

**A.** Yes we have baby changing facilities in one of the downstairs toilets. Please note: all soiled nappies must be taken away and not put in the bins.

**Q.** Where is the Parish Hall located?

**A.** For a map see <http://www.aldermastonparishhall.co.uk/how-to-find-aldermaston-parish-hall.html>

**Q.** Are there any First Aid kits on site for Hirers Use?

**A.** Yes, It is kept in the kitchen on the wall opposite the door from the main hall and is clearly marked

**Q.** We are attending an event being held at the Parish Hall are there any B&B's in the village?

**A.** There are no B&B's in the village, however we do have the Hinds Head hotel which has rooms in the village and a little further afield (on the A4) there is the Holiday Inn.

**Q.** Are there any local shops in the village?

**A.** Yes Aldermaston stores is within a short walk of the hall and opposite the Hinds Head pub plus there is also Hilliers garden centre which has a food hall, restaurant and garden centre, just pass the pub towards the A4

**Q.** Does the hall have Wi Fi?

**A.** Yes we do have Wi Fi, the Wi Fi name and password can be found on the notice board in the entrance hall and on the front cover of the information files on the mantel piece.

**Q.** What happens if we have a power cut?

**A.** The emergency lights will come on above all the fire doors providing enough light for you to exit the hall safely. In addition there are emergency torches located in the cupboard above the fridge. The Fire alarm board will also bleep, please call our caretaker (details in your key collection pack) who will come and reset it.

**Q.** Who owns the Parish Hall and runs it?

**A.** Aldermaston parish hall is a registered charity, Number 300110. The Parish hall is held in trust and the Aldermaston Parish hall Management Committee (APHMC) manage the hall. The day-to-day running is managed by the caretaker, on behalf of the APHMC

### **Furniture:**

**Q.** What furniture is included in the standard hire?

**A.** Chairs:

There are 50 padded chairs in the main hall, 12 padded chairs in the balcony and 30 padded chairs in the smaller hall (the Billiard room) making a total of 92 chairs if you are booking the whole hall.

**A.** Tables:

All halls – Qty 12 go-pack tables (qty 7 @ 6ft x 27” and qty 5 @ 6ft x24”), qty 2 smaller go-pack tables @ 4ft x 2ft. Qty 8 square card tables– please arrange for these prior to the event as they are kept locked away and an extra charge may be made.

**A.** Main hall – we have an additional qty 5 6ft round tables (seat up to 12), qty 4 5ft round tables (seat up to 10). If you need to use the round tables, there is an extra charge of £5 per table.

### **Kitchen Facilities:**

**Q.** What facilities does the kitchen have?

**A.** Please see list below:

- Commercial dishwasher
- Large dual fuel Oven (with grill) and hob
- Plate warmer
- Hot cabinet
- Catering fridge 12.7 cuft capacity
- Microwave oven
- Qty 2 Urns (small and large)
- Qty 2 domestic kettles
- Qty 3 domestic teapots
- Qty 1 8pt catering teapot,
- Oven gloves
- Stainless steel trays

Note: You will need to supply your own tea towels.

**Q.** How much cutlery is there?

**A.** There is mixed patterned cutlery for over 80 place settings (knives, forks and dessert spoons)

**Q.** How many china settings do you have?

**A.** We have china settings of various styles for approx. 80 people (includes, dinner plates, tea plates, bowls, cups and saucers. We also have 12 small milk jugs, 8 wooden cheese boards. This is included when the hiring kitchen. We also hire matching bone china & cutlery for £1 per head. We can show you this if you request a hall visit prior to hire.

**Q.** Do you have any wine glasses or drinking glasses on site?

**A.** We have approx. qty 120 flute glasses, qty 60 glass tumblers, qty 8 pint glasses and qty 15 half pint glasses. We also have qty 7 water jugs and qty 48 mugs

**Q.** Do you have set configurations for laying out the tables in the main hall (for instance for a wedding reception?)

**A.** Please see suggestions below:

Main Hall Table seating capacity using round tables (maximum of 70 people)

Round Tables 3 x 6ft = 36, 2 x 5ft = 20 = 56 person (is possible to sit 70 but is a squash with no area to move around tables for serving) plus

Balcony 4 x 6ft go-pak tables = 14 people.

***Would leave 8 6ft go-pak tables for use in the Billiard Room*** (for buffet food/drink)

Main Hall Table seating capacity using 6ft rectangular tables (maximum of 88 people)

Use 12 tables in a horseshoe shape. 2 at top, 5 down each side (making sure not to block doors.)

Maximum of 8 on top tables plus

20 people along both long sides = 80 people (once tables are laid there will be no space for dishes etc.)

Or

20 people along one long side = 40 people

***Would leave no more tables for use in Balcony or Billiard Room.***

Main Hall Table seating capacity using 6ft rectangular tables (maximum of 80 people)

Use 10 tables in a herringbone design seating a maximum of 80 people

Maximum at each table along sides and each end = 8 people (once tables are laid there will be no space for dishes etc.) more comfortably would be

3 on each long side = 6 people therefore seating 60 people in total.

***Would leave 2 tables for use in Balcony or Billiard Room. There would be space for these 2 tables to be set up in front of the stage as a buffet table.***

## **Sound system**

**Q.** Does the hall have a sound system?

**A.** No

## **Alcohol:**

**Q.** I would like to give my guests an alcoholic drink free of charge do I need a licence?

**A.** As long as you are not selling alcohol you do not need a licence; however, you do need to indicate that alcohol will be served on the booking form. You will be held responsible and accountable for any under-age drinking or alcohol-induced misbehaviour on the property including the car park. Please note that we, the Aldermaston Parish Hall Committee do not allow the consumption of alcoholic drinks on site by persons under the age of 18 years

**Q.** I would like to sell alcohol at my event, can I do this?

**A.** Yes, but you will need to indicate this on the booking form and you then need to apply for a 'TEN's licence. A copy of this licence will need to be sent to the booking secretary a month in advance of your event and will also need to be displayed at your event. Please note: Only 15 TEN's licences are allowed in any given year for the hall .You will be held responsible and accountable for any under-age drinking or alcohol-induced misbehaviour on the property including the car park. Please note that we the Aldermaston Parish Hall Committee do not allow the consumption of alcoholic drinks on site by persons under the age of 18 years.