

# Room & Hall Hire

## Frequently Asked Questions

**1. Is there a set price for hiring?**

All our rooms have set prices; please see our [Hire Leaflet](#) for a full breakdown of costs.

**2. Can I pay by card?**

Card payments are welcome and can be made over the phone or in person.

**3. Do you need a deposit?**

For all children's party/ community hires we take a £100 refundable damage deposit (usually in the form of a cheque). The details of this are explained further in our terms and conditions, please contact the office to request a copy.

**4. What is the availability?**

The availability of each room will differ so it is always advisable to get in touch as soon as you have a date in mind to avoid disappointment.

**5. Is there a set time for hires?**

Children's party hires are usually available for either a four hour morning slot or a four hour afternoon slot. There are no set times for business hires; however, the rates do increase outside of office hours.

**6. How long in advance should I make a booking?**

As soon as you know when you would like to make a booking please get in touch and we can book anything from two weeks in advance, up to twelve months in advance.

**7. Do you have parking?**

We have a small car park which can accommodate up to ten cars. There is also nearby pay and display parking charged at just £1.50 per day. Car parking is always on a first-come, first-served basis. Alternatively the nearest bus stop is just a five minute walk to our building.

**8. Does the building have wheelchair access?**

The entrance to our building has step-free access. Both of our downstairs rooms are fully accessible and there is a wheelchair-accessible toilet. The building does not have a lift and the upstairs rooms are not accessible by wheelchair so please bear this in mind when making your booking.

**9. Do you have baby changing facilities?**

Yes, we have baby changing tables and designated nappy bins provided in two of our toilet facilities.

**10. Is the kitchen included in the price?**

The use of the kitchen is included free of charge for children's party hires. There is a separate cost to hire the kitchen for business hires. Please contact the office for more details.

**11. Do you supply refreshments?**

Refreshments can be provided to any business hire taking place during office hours. Please contact the office to request the price list and full details of the refreshments packages we provide.

**12. Do you supply catering?**

We can arrange for an external supplier to provide catering on request. We do not do this in-house.

**13. Can we have the rooms set up ready?**

For business hires the rooms will be set up as requested in advance of the hire. For children's parties and other community hires the hall set up is the responsibility of the hirer.

**14. Do you have Projector/flip chart/pens for hire?**

There is a small additional cost for the use of these items, please contact the office to request the price list.

**15. Is there a cancellation fee?**

There may be a fee charged in the event of a cancellation. Please refer to our terms and conditions documents as the terms for community and business hires do differ slightly.