

Frequently Asked Questions

1. Can I have early access to the hall to set-up?

You should allow time to set-up any equipment when you specify the times that you wish to book the hall – there is space on the application form to specify access time and time the event is starting. Likewise, you should include time to tidy and clean the premises after the event – on the form as “event end time” and “leave site by”. If you are late departing the premises the School will charge for additional hall hire time.

2. How late can my event finish?

Any evening lettings will be required to finish at 11pm, with the hall cleared up and all persons left the premises by midnight.

3. Cleaning and refuse – Do I need to clean the room after my booking?

The hirer will be required to bring refuse sacks and will be responsible for cleaning the premises after the event. Refuse sacks can be left outside the hall door for site staff to take to the School refuse area.

4. Seating – How many people does the main hall seat?

Our main hall can accommodate a maximum of 500 chairs set out in rows (incorporating a central walkway and one on each side for access). Alternatively, we can set the room for 38 rectangular tables plus chairs for dining, or approximately 30 tables with a small dance area. Tables could also be arranged along one wall as a food serve area if required.

Table and chair set-up/set-down is the responsibility of the hirer, who should allow adequate time within the booking to set-up before and after the event.

5. Car Parking – Is parking available?

The hirer will be allowed free but not exclusive use of the central car parking area in front of the school due to variable sports centre usage.

6. Food Preparation – Can I serve food in the hall?

Kitchen facilities to cook food are not available to hire, however the hirer can bring pre-prepared food to serve by prior agreement at the time of booking or hire a caterer. If the hirer wishes to have a separate food storage/preparation area the dining hall may be available to hire. Electric food warmers only are allowed to be used (by prior agreement), no gas or naked flame or chafing fuel burners will be allowed (including candles).

Cooking/warming food in our outside areas is also not permitted.

No food or beverages are permitted unless previously agreed at the time of booking.

7. Naked flames – are these allowed?

The School has a strict no smoking policy on site, if the hirer wishes to smoke they must go out of the gate (please leave any cigarette butts in the bins provided by the gates).

Fireworks are not permitted on the School site. Sparklers may be permitted in outside areas only, if prior agreement of the school has been obtained.

Naked flames are not permitted in the main hall under any circumstances. Battery operated LED flame-effect candles could be used as an alternative to real candles.

If the hirer wishes to keep food warm, chafing fuel is not permitted, however electric hotplates may be used as an alternative.

8. Equipment – Can I have a PA system with my booking?

A small portable PA system is available for hire at a cost of £50 + VAT per event – please note you will need to bring an old style VGA connector.

9. Hall Decoration – Can an outside company decorate the hall?

If you would like to book a company to decorate the hall they would be required to hold public liability insurance and to bring their own ladder if one is required to hang decorations.

If you hang any decorations yourself, please could you use Blue tack, or similar, to hang them up or if you want to tie it up, please could you speak to the Site Officer about the best place to hang it. If a ladder is needed to put up decorations then this must again be done by the Site Officer to comply with health and safety regulations.

Helium gas bottles can be brought on-site to fill balloons.

10. Hall Activities

Bouncy castles are not permitted under any circumstances.

The main hall does not have air conditioning.

11. Actions/further queries

We do not have a tap in the main hall but the Site Officer can show you where the nearest tap is, please bring your own jugs/water containers.