

FREQUENTLY ASKED QUESTIONS AND OTHER USEFUL INFORMATION

Applies to both halls – Morgan Centre and Parish Hall

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| <p>How do I book?</p> | <p>In the first instance, to check availability and enquire about charges, contact the Parish Office on 01344 771251 or email: administration@crowthorne-pc.gov.uk</p> <p>To secure your booking, a booking form must be completed – this will be sent to you once availability has been confirmed. The relevant deposit must also be paid at the time of booking.</p> <p>An invoice for the hall hire will be issued a few weeks prior to your booking and payment is required 14 days prior to the event. We accept payment by bank transfer.</p> <p>We do not accept credit/debit cards.</p> |
| <p>Do I need to include setting up time and clear away time in my booking time?</p> | <p>Yes. Setting up time and clear away time must be factored into your overall timings. This time is chargeable at the same rate.</p> |
| <p>What is the latest time can I hire the hall until?</p> | <p>The hall must be fully vacated by 12am (midnight). Your event will need to finish before that time in order to allow for clear away/cleaning time.</p> |
| <p>What is the deposit for?</p> | <p>The refundable deposit covers any damage, waste removal charges if you leave litter/waste on site, extra cleaning, call out charges if our staff are required to attend following complaints from local residents eg. about noise, and any overrun in time which may occur.</p> |
| <p>Can I book a teenage party?</p> | <p>Unfortunately not. Our venues are not available for parties in the 13-21 age group.</p> |
| <p>How can I pay?</p> | <p>We ask that <u>all</u> payments are made by bank transfer to:</p> <p>Account Name: Crowthorne Parish Council Account No: 01139649 Sort Code 40 18 46.</p> <p>Please use the date of your booking as the reference (eg 7 May).</p> |
| <p>When will my deposit be refunded?</p> | <p>After your booking we shall check with our caretaker that there has been no overrun in time and the hall has been left in a good state and if so, will return your full deposit to you by bank transfer. We will ask for your bank details in a separate email.</p> |
| <p>Can I serve alcohol?</p> | <p>Alcohol may <u>only</u> be served and consumed at an adult event.</p> |

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| | <p>If you are planning to sell alcohol (including asking for donations) then a TENS licence will need to be applied for from Bracknell Forest Council. Further information is available from: Alcohol and entertainment licences Bracknell Forest Council (bracknell-forest.gov.uk)</p> <p>If you are merely serving alcohol, at no cost to your guests, then no licence is required.</p> |
| Can I put up decorations? | <p>We ask that only free-standing decorations are brought into our halls. <u>Please DO NOT stick anything to the internal walls</u> such as blue tack/sellotape etc as it damages the walls.</p> |
| Can I bring a bouncy castle/inflatable? | <p>Bouncy castles are <u>only</u> permitted in the Morgan Centre (not Parish Hall) and are only permitted if the bouncy castle provider has their own insurance.</p> <p>The dimensions of the hall are provided below. These should be given to the supplier so that an appropriately sized inflatable can be ordered.</p> <p><u>Dimensions of the Morgan Centre main hall</u> 36 ½ ft 11.1 m length (not including the stage) 29 ft 8.9 m wide 13 ½ ft 4.19 m high</p> <p>The Parish Hall is <u>not suitable</u> for bouncy castles due to the low ceiling bars.</p> |
| CROW – Crowthorne Reduce Our Waste | <p>Crowthorne Parish Council works in partnership with ‘Crowthorne Reduce Our Waste’ and promotes the use of reusable cutlery and crockery and the avoidance of single-use plastic for events within its premises.</p> <p>China crockery is available for hirer use at our halls – free of charge.</p> <p>Reusable children’s birthday party plates, cup and bowls can be hired for a one-off charge from: friendsofcrowthorne@gmail.com</p> |
| Accessibility | <p>All the facilities are fully accessible and have accessible toilet facilities. Specific details regarding access are available from www.accessable.co.uk</p> <p>Please note that there is a flight of stairs leading from the Lower Broadmoor Road Car Park to the main entrance of the Morgan Centre. The stairs can be avoided by following the path beside the fire station out onto the High Street and taking the first turning on the right into Wellington Road, or</p> |

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| | by disabled passengers disembarking from a vehicle outside the front entrance before their driver parks in our car park. |
| Conference Equipment and Hearing Loop System | <p>The following conference equipment is available for hire for meetings:</p> <ul style="list-style-type: none"> • Screen and projector • Stand mounted microphone that connects to the Hearing Loop and speaker system • Wireless microphones • Table mounted discussion system <p>All equipment must be pre-booked. Please enquire with the Parish Office for cost of hiring conference equipment. Hire of these facilities requires a deposit which may not be refunded in the case of damage and an additional charge may be required where a replacement is needed.</p> |
| Do I need insurance? | Insurance is recommended but not compulsory, except for any party including a bouncy castle in which case the operator must hold insurance. Insurance would cover you in case anyone at your event made a claim against you. Please see clause 2.6 in our Terms & Conditions of Hire. |
| Are dogs allowed in the halls? | ONLY assistance dogs are permitted in our premises. |
| Rubbish disposal | <p>Rubbish generated from your event MUST be taken away with you and NOT left on site (including not left in any of our outside bins).</p> <p>A deduction from your deposit will be made if rubbish is left on our premises or in the bins in the car park.</p> |
| Tables/chairs | Tables and chairs are available for your use. You MUST clean the hall after your use and wipe down any tables/chairs that you have used. |
| Cleaning equipment | <p>Broom/dustpan and brush and mop are provided and must be used to clean after your event.</p> <p>Tea towels need to be provided by the hirer.</p> |

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Morgan Centre Information

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| Address of Morgan Centre | Morgan Centre Wellington Road Crowthorne RG45 7LD |
| Capacity of Morgan Centre | 100 people for a party 150 people seated theatre style |
| Car park at Morgan Centre | <ul style="list-style-type: none"> • A large free car park, accessed from Lower Broadmoor Rd, is available to hirers. • There is a height restriction barrier at the entrance to the car park making it unsuitable for vans. |
| What kitchen appliances are available at the Morgan Centre? | <ul style="list-style-type: none"> • Hot water urn which is plumbed in • Small fridge • 4 ring electric hob, suitable only for heating up food. • Microwave • Domestic size oven, suitable only for heating up food. |
| What crockery/cutlery is available? | <ul style="list-style-type: none"> • Tea/coffee cups and saucers • Small side plates <p>All other crockery/glasses/cutlery needs to be provided by the hirer.</p> |
| Are tables and chairs available? | <p>20 large tables: 180cm x 69cm (6'x 2'3") Chairs: 140</p> <p>All tables/chairs must be wiped down after hirer use and returned to the storage space.</p> |
| Dimensions of Morgan Centre Hall | <p>36 ½ ft 11.1 m length (not including the stage) 29 ft 8.9 m wide 13 ½ ft 4.19 m high</p> <p>The stage measures 6.4m wide by 3m deep.</p> |

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Parish Hall Information

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|---|--|----------------------------------|--------|----------------------------------|---------|-------|------|------|-------|------------------|---------|-------|-------------------|
| Address of Parish Hall | Parish Hall 50 Health Hill Road South Crowthorne RG45 7BN | | | | | | | | | | | | |
| Capacity of Parish Hall | 80 people for a party 120 people seated theatre style | | | | | | | | | | | | |
| Car park at Parish Hall | A free car park adjacent to the hall is available to hirers. Please note that parking is for a maximum of 2 hours only Monday – Saturday 8am – 6pm. There are no restrictions on Sundays. There are 2 free spaces available at the front of the hall which can be used during your hire. | | | | | | | | | | | | |
| What kitchen appliances are available at the Parish Hall? | <ul style="list-style-type: none"> • Hot water urn which is plumbed in • Small fridge • 4 ring electric hob, suitable only for heating up food. • Microwave • Domestic size oven, suitable only for heating up food. | | | | | | | | | | | | |
| What crockery/cutlery is available? | <ul style="list-style-type: none"> • Tea/coffee cups and saucers • Small side plates <p>All other crockery/glasses/cutlery needs to be provided by the hirer.</p> | | | | | | | | | | | | |
| Are tables and chairs available? | <p>12 large tables: 180cm x 69cm (6' x 2'3") 2 small tables: 122cm x 69cm (4' x 2'3") Chairs: 124</p> <p>All tables/chairs must be wiped down after hirer use and returned to the storage space.</p> | | | | | | | | | | | | |
| Dimensions of Parish Hall | <table> <tr> <td>38 ½ ft</td> <td>11.7m</td> <td>length (not including the stage)</td> </tr> <tr> <td>24 ft</td> <td>7.4 m</td> <td>wide</td> </tr> <tr> <td>8 ft</td> <td>2.4 m</td> <td>high (to lights)</td> </tr> <tr> <td>11 ½ ft</td> <td>3.5 m</td> <td>high (to ceiling)</td> </tr> </table> | 38 ½ ft | 11.7m | length (not including the stage) | 24 ft | 7.4 m | wide | 8 ft | 2.4 m | high (to lights) | 11 ½ ft | 3.5 m | high (to ceiling) |
| 38 ½ ft | 11.7m | length (not including the stage) | | | | | | | | | | | |
| 24 ft | 7.4 m | wide | | | | | | | | | | | |
| 8 ft | 2.4 m | high (to lights) | | | | | | | | | | | |
| 11 ½ ft | 3.5 m | high (to ceiling) | | | | | | | | | | | |
| Dimensions of Lower Conference Room | <table> <tr> <td>17 ft</td> <td>5.18 m</td> <td>long</td> </tr> <tr> <td>11 ½ ft</td> <td>3.5 m</td> <td>wide</td> </tr> </table> <p>4 small tables in conference room plus soft chairs.</p> | 17 ft | 5.18 m | long | 11 ½ ft | 3.5 m | wide | | | | | | |
| 17 ft | 5.18 m | long | | | | | | | | | | | |
| 11 ½ ft | 3.5 m | wide | | | | | | | | | | | |
| Dimensions of Upper Conference Room | <table> <tr> <td>13 ft</td> <td>3.9 m</td> <td>long</td> </tr> <tr> <td>11 ½ ft</td> <td>3.5 m</td> <td>wide</td> </tr> </table> | 13 ft | 3.9 m | long | 11 ½ ft | 3.5 m | wide | | | | | | |
| 13 ft | 3.9 m | long | | | | | | | | | | | |
| 11 ½ ft | 3.5 m | wide | | | | | | | | | | | |