

CHURCH HALL BOOKINGS - FREQUENTLY ASKED QUESTIONS

What rooms are available to hire?

- Large Hall**
- Capacity up to 90 for parties, up to 150 as a theatre.
 - Approximate dimensions are 18 metres long by 8 metres wide
 - This room has a stage at one end (6m x 8m).
- Small Hall**
- Capacity up to 80 for parties.
 - Approximate dimensions are 16 metres long by 7 metres wide
 - Connecting hatch to kitchen.
 - Great room particularly for children's parties.

Large & Small Hall combined

The Large & Small Halls have an interconnecting door allowing use of both areas.
Capacity when both Halls are hired is up to a maximum of 185 people.

PLEASE NOTE: We are unable to take booking for events exceeding 185 persons for fire regulations, insurance and health & safety reasons. This strict maximum capacity figure includes everyone: all hirers, outside catering staff, entertainment personnel, musicians, performers etc and guests.

We have tables and chairs available for hirer's use free of additional charge. Please factor in time for setting these up and cleaning/putting them away when considering your proposed hire period.

Use of the kitchen facilities is included in the hire price.

What equipment is available for use by hirers?

- In the Kitchen**
- 2 x double electric ovens – each with 4 hotplates
 - microwave
 - hot water urn
 - medium sized fridge/freezer
 - kettle
 - 2 x sinks
 - stainless steel trolley for moving food from kitchen to hall
 - plates/bowls/mugs/cutlery

Please note: We do NOT provide tea-towels, table cloths, washing-up liquid, cloths etc, nor do we have any glasses, cooking or baking equipment. Hirers must supply their own.

- In the Halls**
- 20 Large Tables
 - 8 Half Size tables
 - 148 folding chairs
 - 20 stacking chairs
- Clearing up**
- Mops, buckets and brushes are available to assist hirers in clearing up.

Please note: We do NOT provide waste sacks. All rubbish must be removed from the premises at the end of the hire period.

Plates / Bowls/ Mugs/ Cutlery

For events where there are a large number of people eating, **most hirers choose to use disposable plates and cutlery**. This is because it is much, much quicker to clear up after the event. **We do NOT have a dishwasher**, so if hirers use the crockery, this would mean bringing washing up liquid and tea towels with you and you would have to factor in time for washing and drying up and clearing away.

Tables and chairs

- We have **148 folding chairs, plus additional plastic stacking chairs**.
- We have **20 large tables and 8 half size tables**.
- The **large tables are 68cm x 183cm** and if used on their own seat 6 people comfortably (3 on each side).
- If two of these tables are put together to form a square you can get 10 people around them (3 down each long side and 4 at 'leg' ends.)
- For seating the maximum number of people it is therefore better to have tables set out singly with 6 around them. If you are having elaborate centrepieces it is better to have squares as there will be more room on the table.
- The **small tables are 68.5 cm x 91cm** and comfortably seat 2 (one either side). It is possible to have 4 small children around these tables. It is also possible to put these small tables on the end of a long table to add another 2-3 guests.
- All tables are about 70cm in height.
- All tables are a bit like melamine trestle tables - they have flip out metal legs.
- **We do not have any table linen** – hirers need to provide it if they want it.

Use of Hall(s)

We are happy to hire out the hall for a wide variety of events befitting of taking place in a church hall - such as children's parties, family parties, post-wedding and baptism celebrations, meetings and events, jumble sales, photo shoots, charity fundraisers and suchlike.

Please note that we do NOT permit teenage parties. No exceptions.

We are not licenced for wedding ceremonies and do not permit any event to take place in the building involving the exchanging of promises/vows between couples.

Can I (or my entertainers/caterers) have access to set up a party ahead of time?

No. The period of hire must include all setting up and clearing away time; please factor this in when deciding how long you will need to hire the Halls. It is not unusual for us to have consecutive bookings on the same day.

Our three hour hire for a children's party allows 30-45mins each for setting up and clearing away, leaving 1.5 - 2 hours for the event itself. If you have a larger party or elaborate décor, then you may well need longer.

For parties taking place on Sunday afternoons, **please note that the Church groups have exclusive use of the Church Halls on Sunday mornings**. The Sunday School (and at certain times of the year, the congregation) use the Church Halls in the morning, therefore parties may only be set up from midday onwards. We do not hire out the halls post 5.30pm on a Sunday.

Can I book a children's party?

Yes. We accommodate children's parties up to age 12.

Can I book a teenage party?

We are sorry but we do not let out the Halls for teenage parties. No exceptions.

Can the Halls accommodate a bouncy castle?

Yes, both Halls can accommodate a bouncy castle. Customers often use a local firm, Shuffles Entertainment, who are very familiar with our Halls and can advise as to size etc.

I / my child is being baptised at St Edmund's Church. Can I hire the Hall(s) for a gathering afterwards?

Subject to availability, yes.

Baptism families who hire the hall for a party after the service may, strictly by prior arrangement, set up for their party (if they wish) in the Large Hall only between 8am & 9.45am, provided that at least 2 tables are left in the store room for use by the Sunday School. Baptism families taking advantage of this set up time must vacate the Church Hall by 9.45am so that the Sunday School can comply with its child safeguarding policy.

All other parties and events taking place on a Sunday may only be set up strictly during the period of hire post 12 noon. No exceptions.

Do you book more than one party simultaneously?

No, we try not book two events to take place at the same time. If you book one of the Halls, you should not be disturbed by others using the adjoining Hall. Occasionally we are approached to have events on at the same time as regular hirers, which are rarely accepted and only through prior agreement of all affected parties.

Can I use the grounds?

Please enquire. The time, date, nature of the proposed use and events going on in the Church and Scout Hut will all have an impact on the answer to this question.

Is it suitable as a conference venue or a theatre production?

Yes. We have 20 tables and 170 chairs available for hirer's use, which can be set up in any configuration. Hirers are responsible for setting up and putting away any equipment used.

Alcohol

The Halls are NOT licensed for the sale and consumption of alcohol.

Hirers are therefore permitted to serve alcohol free of charge at their private function, but if you intend SELLING it (e.g. have a paying bar) then you will need to:

- apply for and obtain a **TENS** Licence (temporary licence) from Leeds City Council licencing department for the event; and
- 2 copies of the certificate **MUST** be provided to the Booking Secretary prior to the keys being handed over.

It is the hirers responsibility to ensure that the appropriate licence is properly obtained and any conditions adhered to.

NOTE: Hirers wishing to provide alcohol to their guests (free of charge or otherwise) will need to pay a £100 Cash Deposit Bond against damage, extra cleaning etc in addition to the hire charge, as set out in the Conditions of Hire.

Alcohol is NOT permitted for bookings on Sundays.

Smoking

Smoking is not permitted in any part of the building.

Entertainment Licence

St Edmund's Hall holds an Entertainment Licence for the purpose of Public Music, Singing & Dancing 8am until 11pm Monday to Saturday, and for Music & Singing only from 8am until 10.30pm on a Sunday.

As the Hall is located in a residential area, all music and noise must cease by 11pm.

Events finishing

To respect our neighbours, we request that you ensure that you and your guests leave the building quietly.

We regret that we cannot accommodate later finishes due to the automatic security system for the entire building.

Does the building have disabled access?

Disabled access is available. The Hall has a disabled access toilet. Private hire events are all at ground level.

Parking

There is ample parking at the Church Hall and the surrounding streets. Parking is not guaranteed as it is shared by the Church and the Scout Hut. If you use the street to park, kindly respect our neighbour's access needs.

How do I find St Edmund's Church Hall?

The SATNAV postcode for the Church Hall is LS8 1JN.

The full address is St Edmund's Church Hall, Lidgett Park Road, Roundhay, Leeds.

Hire Period

Hire time must include all setting up and clearing away time.

For instance, if your party is starting at 4pm and you need to set up tables, chairs or other decorations you will need to hire from an earlier time e.g. 2pm, as there may well be bookings taken for use of the space(s) you hire before your hire time. Unless you have hired the space out for that time you will not be permitted to get into the building early.

Similarly, you must factor in time to clear away, as there may be bookings after yours and you must leave the hall(s) clean and tidy and by the expiry of your hire period.

How much does it cost to hire the Halls?

We have two sets of rates: our standard rack rates applicable to most hires and a special discounted kids party package. If you are from a registered charity and are hiring for a fundraiser, please call for details.

Children's Party Special Discounted Rate

(strictly 3 hour hire, not available after 6pm & subject to availability)

Small Hall & Kitchen, 3 Hours	£65	(plus damage deposit £20)
Large Hall & Kitchen, 3 hours	£75	(plus damage deposit £25)
Both Halls & Kitchen, 3 hours	£100	(plus damage deposit £30)

Current indicative prices (Standard Rates Nov 2015 – Nov 2016)

Prices vary depending upon which Hall you use and for how long:

Small Hall

3 hours	£90
4 hours	£110
5 hours	£130
6 hours	£156
7 hours	£182
8 hours	£208
9 hours	£234
10 hours	£260

Large Hall

3 hours	£105
4 hours	£130
5 hours	£160
6 hours	£192
7 hours	£224
8 hours	£256
9 hours	£288
10 hours	£320

Both interconnecting Large & Small Halls together

3 hours	£165
4 hours	£210
5 hours	£290
6 hours	£348
7 hours	£406
8 hours	£464
9 hours	£522
10 hours	£580

Damage deposit bond

All hires are subject to a damage deposit bond *in addition to* the hire fees above.

Damage deposit bonds are returnable after your event assuming no damage or mess left.

For all hires up to 5 hours the damage deposit is £100.

For all hires 5 hours and more, the damage deposit is £150.

For kids party package hires the damage deposits are:

Small Hall	£20
Large Hall	£25
Both Halls	£30
If alcohol being served and/or sold to adults	£100

Damage deposit and hire payments

Payments can be made:

- in cash (and the booking secretary will issue a receipt); or
- by cheque payable to St Edmunds Hall;
- or via internet transfer/ BACS.

(The Bookings Secretary will send email confirmation when we have the money).

How do I make a booking?

Contact our Bookings Secretary, Sarah Meredith, to check availability of your chosen date(s):

Email: stedshall@gmail.com

Telephone: 07756 501245.

If the hall is available and you wish to book, then:

1) Send a completed booking form

(download from the St Edmunds Church website under 'Hiring the halls' or ask the Booking secretary to post or email one to you, fill out and return to 44 Fitzroy Drive, Roundhay, Leeds LS8 1RP); **together with**

2) The relevant damage deposit bond.

The above two items secure your booking.

We operate strictly on a first come first serve basis for bookings.

The full hire amount for your hire time as set out above is then payable by latest 14 days prior to your event. You will get the damage deposit bond back after the event assuming no damage or mess is left.

Payment example

So, a worked example. Say you wish to hire both halls for 8 hours.

You would pay:

- £150 damage deposit bond now with booking form.
- 14 days before event you pay £464.
- The £150 deposit bond is returned after the event assuming no damage or mess left.

**THANK YOU FOR CONSIDERING
ST EDMUND'S CHURCH HALL, ROUNDHAY
FOR YOUR EVENT.**