

Frequently Asked Questions

Before I Hire

How do I make a booking enquiry? Please use the Enquiry Form on this web site to confirm availability and to find out the fee for your event. You can ask questions in the Comments box.

Is there car parking available? Immediately outside the Hall there is parking in the Lane, usually for about 10 cars. There is more parking 50 yards up the Lane and a layby for 25 cars outside the School, 200 yards up the Lane.

What's the layout of the Hall? We have Foyer giving direct access to the Main Hall, off the Foyer is a small storage area, a Disabled Toilet and access to the Servery which has a hatch into the Main Hall. There is a large Committee room behind the stage at the other end of the Hall (with separate external access) and a smaller one upstairs. There are also lavatories for ladies, gentlemen on a Lower Ground Floor. A diagram of the hall layout can be found on the Facilities page.

What access is there to the kitchen? The Main Kitchen is directly accessible only from the Servery and a back room. There is a serving hatch from the kitchen to the Main Hall. The use of the Main Kitchen is not included in the hire charge for either the Main Hall or the Committee Rooms. Use of the Servery is included.

Can I visit the Hall before I book to see if it's suitable? We welcome a prior visit to enable you to be sure that our Hall is what you want for your event. Multiple visits do take up staff time. Please contact the Administrator to arrange your visit.

Can I arrange a Bouncy Castle for my party? The use of bouncy castles and inflatables inside the Hall is not permitted as they are expressly excluded from our insurance policy as a hazardous activity. If you wish to use a bouncy castle inside the Hall you must provide evidence of an insurance policy that indemnifies the Hall against any claim. A Hire company's Public Liability insurance will not cover the risk to the Hall.

Is there a stage and sound equipment? There is a small stage at one end of the Main Hall. The Hall does have a Public Address system suitable for music at children's parties. For a party with dancing equipment would need to be brought in.

I have seen photos, in the Gallery, which show cream drapes in the Hall, are these available? Yes. The cream drapes can be fitted. Fitting them, and taking them down takes several hours, there is a charge of £75 to help with Hall maintenance. The drapes make the Main Hall look much more festive and soften the sound.

Is there Wi-Fi in the Hall? No, however the 4G signal is good enough for simple streaming..

What is the capacity of the Hall? We can accommodate 120 people in the Large Hall, 100 in theatre style, approximately 80 in dining format, up to 20 in the Anna Harvey room and 10-12 in the John Sneezum room, upstairs.

Are there facilities for the disabled? The Main Hall and Anna Harvey room are accessible for those in wheelchairs, and there is a large lavatory especially equipped for the disabled. The John Sneezum room is not accessible for those in a wheelchair.

Do you have tables, chairs? We have sufficient tables and chairs for all possible functions at the Hall. They are in a storage cupboard in the Foyer.

Do you have cutlery, wine glasses, beer glasses, cups, saucers, plates, etc.? In the Servery cupboards you will find a small number of wine, beer and water glasses, and mugs and cups and saucers sufficient for a smallish event. We have, separately, crockery, cutlery, and glassware for up to 80 people. This can be hired at below market rates. Please ask for details.

What appliances are available in the kitchen? In the Main Kitchen there is a 6-burner gas hob and large oven, a food warmer and stainless-steel surfaces and other equipment (ask for details). In the Servery there is a water boiler, fridge and commercial dishwasher, you must obtain prior consent to use the dishwasher; it operates very differently to a domestic model, and you must follow guidance on its use. NB. You must bring your own bin bags and tea towels, as these are not provided.

Is there any free time allowed for setting up and/or clearing up? No. We ask that you book and pay for all the time you will be in occupation; this will include any time necessary for setting-up and clearing down. This ensures that bookings do not overlap.

Can I attach decorations to the wall and ceiling? Yes, but only using approved materials. Do not use clear, sticky tape as it leaves a residue on surfaces which is difficult or impossible to remove. You must not attach anything to lighting appliances or to other electrical equipment – doing so is not only a safety hazard but can also cause damage. There are hooks all along each side of the Main Hall a total of 12 each side, from which decorations can be hung. We, also, strongly recommend the use of 3M Command hooks – these are inexpensive (about £4 for 20), strong, non-permanent hooks which can be purchased in supermarkets, stationers, and DIY stores, as well as online through Amazon and eBay etc. Search for ‘command decorating clips’...

Can I provide alcohol at my event? If you intend to provide alcohol at an event for which money changes hands at any point, you will need a Temporary Event Notice licence. For example, you will need an alcohol licence if you sell tickets which include a free drink, if you sell alcohol at a bar, or if you provide alcohol to members of a club. The Hall has a Premises Licence for the on-sale of alcohol and the Management Committee will consider allowing this to be used by approved hirers, for a fee of £20 per day. Alternatively, you can hire a private licensee to run the bar for you, and seek the permission of the committee to apply for a Temporary Event Notice from Eastleigh Borough Council. If alcohol is provided at the event completely free of charge, no licence is required. However, you must seek the approval of the Management Committee for all events at which alcohol is to be provided.

When do I pay for my hire? We are unable to issue reminders, so please ensure that you make your final payment no later than two weeks before your event. If full payment has not been received you may forfeit the period booked and we may accept bookings from other hirers.

Do you offer any discounts? We may offer discounts for regular, frequent users. Charity events may receive a discount, at the Discretion of the Hall management Committee.

Do you have any restrictions as to who can hire the Hall? We do not hire the Hall to anyone aged less than 18 years, nor to anyone who may still owe money to the Hall for any reason. We do not accept party bookings when the majority of those attending will be between the ages of 13 and 23. There may be some activities or events for which we would choose not to hire out the Hall; please ask if you need to.

On the Day

Do I collect a key? Our Administrator will make an arrangement with you for access. This may require you to use a Keysafe which has a code for opening and closing and gives you access to the Main Door.. If so we will issue you with a unique access code with which you can unlock the Main Door. This code is allocated to you personally – please do not pass it on as you may be held responsible for any misuse. After your event you will, normally, be asked to post the key through the letter box outside the Main Door.

Can my guests arrive early? My guests want to arrive earlier than the time booked; what should I do? The Hall will be available from the time you booked, and unless you have made an alteration (with the agreement of the Administrator), that is the time you and your guests may enter. If the Hall is already open owing to an earlier event being in progress, we ask that you respect their tenancy of the Hall and do not enter prematurely.

If there is another event occurring in one of the other rooms; what should I do? Please confine your use of the Hall to the room(s) you have booked and respect others' rights to the room they are in.

During Hire

What should I do in the event of a fire? Please refer to and familiarize yourself with the Fire Procedures prior to the event. As the Hirer you are the designated responsible person and the safety of all users is of primary importance.

There is some faulty equipment at the Hall; what should I do? We'd be pleased if you would report it to the Administrator. If a malfunction is interfering with the proper running of your event, you may report it immediately to the Administrator, or to any of the people whose number is on the noticeboard.

I've broken something belonging to the Hall; where should I report this? Again, to the Administrator. We have an understanding view of accidental breakage, but if we feel an item has been broken through misbehaviour or similar we would expect it to be paid for. We would far rather discuss a breakage with a hirer than have to pursue them later and would hope to come to a reasonable arrangement. We want our next Hirers to find everything working.

How do I operate the cooker / heaters / lights / other equipment? There is a comprehensive guide to the operation of the Hall's equipment in a folder in the Servery.

At the Close of my Event

How much cleaning-up do you expect me to do? We expect that all tables will be clean and floors swept, food and rubbish to have been removed. Please note that our Hiring Terms state that should the Hall **not** be left in such a state that cleaning is necessary; we reserve the right to deduct the cost from the deposit left with us or withhold the whole deposit.

What time must we leave? The Hall must be vacated by the end of your specified booking period.

What should I do with my rubbish? There is a large Dumpster outside, at the downhill end of the Hall. It is emptied once a week. If the Dumpster is full you must take your refuse with you, or vermin will scatter it. Leaving rubbish outside the Hall could result in the loss of your deposit.

After the Event

I think I've left some property at the Hall; what can I do about it? We understand that it's easy to leave behind some item of property and we have a policy of keeping lost property for up to one month. Please contact the Administrator if you think you've left something with us.

When do I get back my deposit? We aim to refund the deposit within 28 days after the event. Please note that we reserve the right to deduct an appropriate amount if damage has occurred or cleaning is required.

I'd like to leave some feedback on my experience of the Hall. How do I do this? We should be very grateful if you wish to share any opinion of the Hall and/or the volunteers you have dealt with during the hire process. Please e-mail the Bookings Secretary, or leave a written message in the Kitchen addressed to the Committee.