



FREQUENTLY ASKED QUESTIONS



HOW DO I BOOK MY FUNCTION

- ◇ SIMPLY EMAIL EVENTS@COLCHESTERRUGBY.CO.UK

HOW MUCH IS THE DEPOSIT?

- ◇ £200 – REFUNDABLE UP UNTIL 8 WEEKS BEFORE THE BOOKING DATE.

WHAT IS THE CAPACITY?

- ◇ CAVALIER SUITE – 20 BOARDROOM STYLE.
- ◇ RAVEN BAR – 90 THEATRE STYLE, 70 PRIVATE PARTY, 48 CAFÉ STYLE.
- ◇ ROMAN LOUNGE – 300 THEATRE STYLE, 300 PRIVATE PARTY, 220 CABARET, 180 DINNER DANCE.

WHAT TIME CAN WE HAVE ACCESS FROM?

- ◇ YOU WILL NEED TO ARRANGE ACCESS TIME WHEN MAKING THE BOOKING. TYPICALLY, FROM 6PM FOR EVENING FUNCTIONS BUT THIS CAN BE ARRANGED WITH MANAGEMENT.

HOW LONG IS MY FUNCTION BOOKING?

- ◇ 7:30PM UNTIL MIDNIGHT FOR GUESTS. YOU MAY EXTEND UNTIL 1AM FOR AN ADDITIONAL £80.

WHAT DO I GET INCLUDED FOR MY FUNCTION?

- ◇ EXCLUSIVE USE OF THE ROOM, A STAFFED BAR, TABLES, CHAIRS & LINEN.

WHAT DO I GET INCLUDED FOR MY CORPORATE BOOKING?

- ◇ FURNITURE, TABLE LINEN, USE OF 75" TVS FOR PRESENTATIONS. STATIONARY, MICROPHONES, LECTURN, WHITEBOARD & FLIP CHARTS ARE ALL AVAILABLE UPON REQUEST.

CAN I PUT UP DECORATIONS?

- ◇ OUR IN-HOUSE SUPPLIER 'JM EVENTS' SUPPLY DANCE FLOORS, DRAPING, LIGHTS AND MORE, PLEASE ASK FOR A QUOTE. OUR IN-HOUSE BALLOON SUPPLIER IS 'HEART2HEART BALLOONS'. BRINGING YOUR OWN DECORATIONS IS PERMITTED BUT NO SELLOTAPE, WHITE TAC ONLY.

DO YOU ALLOW 18TH BIRTHDAY PARTY'S?

- ◇ UNFORTUNATELY, WE DO NOT ACCEPT 18TH BIRTHDAYS ANYMORE.

CAN YOU PROVIDE A DJ?

- ◇ YES, WE HAVE IN-HOUSE DJ'S FROM £250, WE ALSO HAVE PLENTY OF GOOD LOCAL BANDS WE OFTEN USE FROM £400 OR YOU CAN ORGANISE YOUR OWN ENTERTAINMENT. ALTERNATIVELY, IF YOU ARE ON A BUDGET WE HAVE A BLUETOOTH DJ SPEAKER YOU CAN CONNECT TO AT NO EXTRA COST.

CAN WE ONLY BOOK IF WE HAVE CATERING?

◇ NO, CATERING IS NOT OBLIGATORY.

CAN WE BRING OUR OWN FOOD?

◇ WE OPERATE AN IN-HOUSE CATERING POLICY AND CAN CATER FOR ALL DIETARY REQUIREMENTS AND BUDGETS, PLEASE ASK FOR FURTHER DETAILS.

WHAT DO WE NEED TO DO AT THE END OF OUR BOOKING?

◇ SIMPLY TAKE YOUR PERSONAL BELONGINGS AND GET HOME SAFELY. WHERE POSSIBLE YOU MAY LEAVE ITEMS TO COLLECT THE FOLLOWING DAY BUT THIS WILL NEED TO BE ARRANGED WITH STAFF.

IS THERE FREE PARKING?

◇ PARKING IS FREE. IF ATTENDING ON A WEEKDAY, YOU WILL NEED TO REGISTER YOUR NUMBER PLATE ON THE IPAD LOCATED IN THE ENTRANCE FOYER, THIS DOES NOT APPLY AT WEEKENDS.

IS THERE A LIFT?

◇ YES, OUR VENUE IS FULLY ACCESSIBLE.

HOW MUCH IS IT TO HIRE?

◇ CAVALIER SUITE – FROM £65 +VAT

◇ RAVEN BAR – FROM £85 +VAT

◇ ROMAN LOUNGE – FROM £120 +VAT

COLCHESTER R.F.C