

## **Benson Parish Council – Hall Hire**

### **Frequently Asked Questions**

#### **Can I hire a venue for a teenage birthday party?**

We generally don't allow events for 16-22 year olds in the main parish buildings on Sunnyside. The Youth Hall may be available, at the Council's discretion for the use of events for young people up to 16 years old.

#### **What is the latest my event can end in the evening?**

All events must finish by 11.45pm at the Parish Hall, and 10.30pm at the Community Hall and Youth Hall. Anyone leaving should bear in mind that all halls are in residential areas and keep noise to a minimum.

#### **Can I serve alcohol at my event?**

Yes. Please apply for a premises licence. This can be done by completing the form [Application for Authorisation to allow the Sale and/or Consumption of Alcohol](#). There is a standard fee of £25.00 for the licence.

#### **Can I arrange to come and look at the facilities?**

Yes. Please arrange with the Facilities Manager by contacting her at [halls@bensonpc.org.uk](mailto:halls@bensonpc.org.uk) or calling on 01865 442557.

#### **Will I have exclusive use of the kitchen?**

In the venues where there are two or more hire spaces the kitchen is a shared resource but exclusive use can be negotiated. Please contact the Facilities Manager to discuss.

#### **Is there crockery/cutlery/glasses available?**

All kitchens are stocked with crockery including cups and saucers, cutlery, glasses and jugs which are available for use alongside any hire of the venue. In the case of a large event such as a wedding or dinner dance we have a special dinner service for 200 people which can be hired separately.

#### **What facilities do you have for serving tea and coffee?**

There are two water urns which can be used for heating water as well as a Kettle. Cups Saucers and milk jugs are also available.

### **Is there a projector or PA system available?**

We have a projector which can be hired on request for an additional fee. A PA system is available in the Parish Hall Main Hall for use as part of the venue hire.

### **Is the Hall Licensed?**

If you are planning an event at which you wish to **sell or consume** alcohol you will need to apply for a premises licence. This can be done by completing the form [Application for Authorisation to allow the Sale and/or Consumption of Alcohol](#). There is a standard fee of £25.00 for the licence.

### **Can I book outside space for use with my venue booking?**

Yes but you should discuss this with the Facilities Manager.

### **Where can I find a first aid kit and defibrillators?**

The hirer is responsible for ensuring that a first aid kit and, if appropriate, a trained first-aider is available for the event.

In an emergency there is a first aid kit in the kitchens of all venues which may be used. If items are used from the kits then please inform the Parish Office so we can replenish them.

There is a defibrillator outside the main entrance of the Parish Hall. If you are using the Youth Hall or the Community Hall – the nearest defibrillator is at Benson C of E Primary School in Oxford Road, Benson.

### **Do I have to pay a deposit for my venue booking?**

The full hire fee must be paid in advance for the booking to be confirmed. A refundable security deposit will be requested for certain bookings at the discretion of the Facilities Manager. The amount will be appropriate to the nature of the event and will be agreed by the Facilities Manager. The deposit will be held by the Parish Council and returned within 14 days of the event taking place.

### **How will I gain access to the venue on the day?**

Once full payment has been received, the Facilities Manager will contact you a few days before hand with instructions on how to gain entry.

### **Are there baby changing facilities?**

There is a baby changer unit and nappy bin in the accessible toilet in the ground floor foyer of the Parish Building and at the Community Hall.