

# Application for the Hire of Bollington Civic Hall

## Appendix 1

The following information is intended to help you to complete the Civic Hall booking form and offers information on the equipment and facilities available some of which are provided at a fee or free of charge.

### Function Type

Function	Max Capacity
Dining event	120
Dancing event without chairs, tables and staging	120
Theatre seating – chairs	140
Theatre seating – retractable seating 107 plus 28 chairs	135
Standing	260

### Music

The hall is licenced for music and the operating hours are until midnight any day.

### Main Hall Room Size

Bar Area – 4.4m x 8.4m

Lobby Area – 4m x 6m

### Equipment Availability

#### Tables and Chairs

120 blue plush chairs

12 round 5' Mogo tables (seat 8 people) – 153cm diameter

6 Mogo square tables (seat 4 people) – 91cm x 91cm

6 long trestle tables – 182cm x 69cm

20 wooden trestle tables 121cm x 76cm

#### Staging

4.75m depth x 9.75m width x 0.7m height – Maximum

Huge number of combinations smaller in length and depth as each stage unit is 2m depth x 0.75m width x 0.7m height

Curtain valance around the stage any size

2 sets of steps and side rails

**Staging must be erected and dismantled by our caretaker/s for a charge of £40.**

#### Theatre Seating

Chairs - Theatre seating can be arranged using our 120 blue plush chairs. There is no charge for the use of this equipment however you may wish to book the Caretaker's Assistance to help with set-up and clear-down and this does carry a charge.

Retractable Seating - 107 retractable tiered seating with a maximum of 28 blue plush chairs in two rows. **Retractable Seating must be extended and retracted by our caretaker/s for a charge of £40.**

## **PA Equipment**

This must be booked in advance - there is no charge for this equipment.

## **Projector Screen**

This must be booked in advance - there is no charge for this equipment. You will need to provide your own projector and laptop.

## **Folding Doors**

The doors separating the bar area from the main hall are operated using a key that can be found under the bar. You will need advice on how to operate these doors.

## **Cleaning Equipment**

Floor brushes, vacuum cleaner, mop, bucket and cleaning sprays etc can be found in the cupboard located in the Ladies toilet using the front door key.

## **Facilities Available**

### **Caretakers Assistance**

You can book the Caretaker to meet you at the hall and help with your event. He will put out equipment including tables and chairs and return after your event to put the equipment away again. The Caretaker Assistance does not include cleaning up after your event and you will be expected to leave the building as you find it and as per the photographs provided with the terms and conditions of hire. There is a charge for this service.

### **Kitchen Facilities**

There is a charge to use the kitchen facilities – light usage or full usage:

Light Usage - to provide light refreshments such as tea and coffee

Full Usage - to provide hot food using the cooker, warmer etc

The kitchen equipment includes: Cooker, Dishwasher, Fridge, Food Warmer, Kettle, Hot Water Boiler and 100+ cups and saucers. It does **not** have: cutlery, crockery (other than cups and saucers), pans/cooking equipment, glasses and washing up equipment.

Catering Services:

The following Caterer has provided catering services at the hall:

Larry Harrison, Tasters by Larry 07944 221616 email [tasters.larry50@gmail.com](mailto:tasters.larry50@gmail.com).

### **Bar Facilities**

Light Usage – during the interval of a performance

Full Usage – an all day/evening bar

Bollington Town Council does not provide bar services and we charge a fee for the hire of the bar facilities. Should you require a bar you must organise this yourself with a responsible person who has obtained an occasional licence from Cheshire East Council or is a publican or other person with a Personal Liquor Licence.

Bring Your Own – If you do not wish to sell alcohol at your event you may operate a BYO style event