

# ROOM HIRE

# LOOKING FOR THE PERFECT SPACE FOR YOUR EVENT?

#### Hocking Hall - £27.50/30 mins or £375/8hours

Max 120 people. Min. 1 hour booking, 3 hour minimum for children's parties. Kitchenette facilities included.

**Upper Hocking Hall - £27.50/30 mins or £375/8hours** Max 70 people. Min. 1 hour booking. Has lift access and kitchenette facilities included.

Burgess Room - £17.50/30 mins or £240/8hours Max 25 people. Min. 1 hour booking.

No lift access.

#### Lounge - £15/30 mins or £120/8hours

Max 20 people. Min. 1 hour booking. Located on the ground floor and accessible for all.

Tea and coffee facilities available.





### TAKE A VIRTUAL TOUR

See the space, check room availability, view pricing and make a provisional booking at

www.whittingtonpca.org.uk/room-hire

### WE'RE HERE TO HELP

For any booking enquiries, contact our front of house manager, Joanna. She is available mornings from Monday to Thursday and can arrange a time for you to view spaces in person.

### TO REACH JOANNA

0207 272 1847 (Ext 1) hallhire@whittingtonpca.org.uk



# FAQS

# LEARN MORE ABOUT OUR HALLS

#### How many tables and chairs are available?

We have over 100 chairs and 20 tables

#### Are we allowed a bouncy castle?

Bouncy castles are allowed in Hocking Hall and must be max size 12ft by 12 ft. There are no bouncy castles allowed in the other spaces.

#### Are there any discounts for hall hire?

There is a discount of 10% if you book for 4 hours and 15% if you book for 8 hours.

#### Do the halls have a kitchen?

We do have a closed area at the backs of Upper and Lower Hocking Hall for you to prepare food and drink. Please note that there is no oven, only a microwave, kettle and fridge.

#### Do you rent the Early Years Hub?

We no longer rent the Early Years Hub for parties and events.

#### Is there parking?

Parking is available (first come first served) on nearby streets but is only free on weekends.

#### Do I need to bring cleaning products?

No cleaning products required as we provide them.

#### Do I need to take the bins out?

Yes, you must take your rubbish and put it in the allocated bins at the front of the community centre when your event is finished.

#### Is there free Wifi?

Yes, free Wifi is available.

#### Do you have speakers?

We have a blue tooth sound bar which you can connect to your phone or tablet.

#### Can I bring in catering?

Yes, you can bring in your own catering but this must be discussed with Joanna before hand.

#### Can we decorate the hall?

Yes, you can decorate the hall using white tac only. Please be mindful with helium balloons that they must be tethered to the ground.

#### Do you provide utensils?

We don't provide plates, glasses, cutlery etc.





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