



## Frequently Asked Questions - Hall Hire

### 1. How much does the hall cost, and is there a minimum hire period?

- Hall costs and minimum hire periods will depend on the time of day and the day of the week.
- Please look on our website, call our Bookings Officer on 01707 262023 or email [enquiries@hatfield-herts.gov.uk](mailto:enquiries@hatfield-herts.gov.uk).
- There is a refundable booking deposit of £100.00, which will be refunded, providing all conditions of hire are adhered to.

### 2. How many does the hall accommodate?

- There are a good number of tables and lots of chairs in each hall.
- Roe Hill can accommodate up to 150 people standing (adults and/or children), or it can accommodate 80 seated in the main hall and 50 in the smaller hall.
- Lemsford Hall can accommodate up to 120 standing (adults and/or children) or 70 seated.
- There is parking at each hall, but it is not exclusive to the hall. There may be football/rugby games during some hires.

### 3. Is there anything you won't let the hall for?

- Unfortunately, **we cannot accommodate any teenage parties, nor 18ths or 20ths**. It went badly for us once; nobody will risk reliving the experience. Including the police.

### 4. Does the kitchen have...?

- Each kitchen has a hob, oven, and fridge, but they are not catering kitchens.

## **5. Can I have alcohol?**

- If the hall is hired with a bar & bar staff - which subsidises the hall hire fee - you cannot bring any soft or alcoholic drinks into the venue; only drinks purchased from the bar can be consumed on the premises.

There is a minimum bar spend of £300.00 for evening functions and £100.00 for daytime functions. Hall hires without a bar will attract the full hall hire fee.

## **6. Tell me about music.**

- We do not have any PA, audio, or portable music system. However, we do pay the PRS fees necessary to enable you to legally play music on your own system.
- The halls are near residential areas, and our usage licences dictate that all music must be stopped by 12 midnight.

## **7. Do I have to tidy up?**

- Absolutely, yes. You need to leave the hall as you found it, please. A cleaning charge will be levied if not.
- Also, your hire period must include set-up, knockdown and tidying time, including that by any DJs, hire equipment, etc.

## **8. Can I use the outdoor space?**

- The playing field and the grass outside belong to the council for public use and are not part of the hire.

## **9. Decorating**

- As we cannot afford to redecorate after every hire due to inconsiderate hirers, unfortunately, we can no longer allow anything to be attached or hung from the walls, doors, or ceiling.