

## Bookings

Booking a Suite for a function or public event is slightly different to booking a room for an activity or meeting. However the basics are the same. The process starts by completing a Booking Form, usually done by talking to our Administrator (copy on the website). You will also need to agree any extras such as stage lighting, corkage, kitchen access, extended hours etc. – and pay a deposit of 50%. The remainder is due 1 month before the event. You may also be asked for a Compliance Bond (in cash) which would normally be returned. There is now extensive legislation covering all aspects which are in our Terms and Conditions (on the website), but these are the key restrictions.

**Drinks:** No alcohol or soft drinks are to be brought into a function Suite when the Centre is providing a bar (exception applies to toasting). Corkage will be charged on any such drinks - and will be retained from the Compliance Bond.

**Compliance Bond:** A Compliance Bond will be required for all private functions, and some other activities. This bond is taken to encourage Hirers to comply with the conditions of hire. Any non-compliance or damage will result in part or all of the bond being retained.

**Safety:** The Hirer is responsible for certain aspects of safety for their event. They should ensure that the Fire Exits and escape routes are not blocked, and that the number of guests does not exceed the limit. Hirers should be aware the assembly point, in case of fire, is on the grass at the front of the building.

**Food:** Hirers must ensure that any food provided complies with Food Hygiene guidelines. Cold Food must be kept below 8C and must not be displayed at room temperature for more than 4hrs. Hot Food must be kept above 63C and must not be displayed for more than 2hrs. Fridges are provided for the storage of cold foods.

**Attendees:** The Hirer must appoint (and name) the number of attendants who shall be responsible for the safety of the event and their guests. Such attendants must be over 21 years. Two attendants are needed for up to 100 guests, three for up to 250 guests - an additional two attendants are needed if the event has a large number of guests under 16 years.

**Noise:** Please consider our neighbours. Whilst it may be hot, music travels a great distance with windows open - so please be responsible.

**Decorations:** No alterations or damage should be made to the decor or fabric of the building by any temporary decorations. Do not use drawing pins or blue tac on the walls.

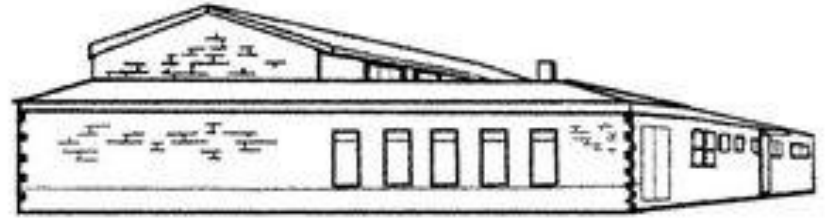
**Cleaning:** Please ensure all items are removed from the premises. Please bag all rubbish and leave in the room for disposal, and leave the room as you found it.

**Candles:** Candles are NOT to be used in any functions or activities without the written approval of the Health and Safety Officer.



# Hanham community Centre

Registered Charity: 1152575



## Function Suites and Room Hire

*Hanham Community Centre is a privately managed community association providing a central meeting place for the people of Hanham. We provide a wide range of facilities for members and non-members.*

*Rooms can be hired for one-off events or meetings as well on a regular basis. Function Suites are available for Private Hire on Friday Eve and all day Saturday; as well as some Sundays.*

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Telephone/Fax: (0117) 9674439

Administrator: Mrs J Cox

Chairman: Mr K M Lawrence

[www.hanhamcentre.org](http://www.hanhamcentre.org)

[admin@hanhamcentre.org](mailto:admin@hanhamcentre.org)

Hanham Community Centre is a Registered Charity

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# THE ELBROW SUITE

Up to 240 PEOPLE	BAR & SEATING AREA	FULL STAGE	DANCE FLOOR	GROUND FLOOR
FUNCTIONS *** STAGE SHOWS ***		ACTIVITES ***		MEETINGS ***

The Elbrow Suite is our largest function room and is always in demand - with a high ceiling it is bright and spacious and is ideal for a wide range of functions and activities.



<b>Facilities:</b>	This function room has a sprung dance floor approx 10m x 20m, and has a fully working stage with 15 hemp lines, three sets of curtains, three sets of legs (for masking), a full lighting grid with 100 circuits and 24 channels of DMX dimming. The Elbrow Suite also has its own bar and bar seating area to the side - offering a 'quieter' place to sit.
<b>Usage:</b>	The suite can seat <b>200 people</b> for most functions such as weddings and parties. We would recommend a limit of 192 for theatrical performances, and for some other functions a lower limit may be advised. The suite is popular for a range of activities beyond parties, including - table top sales, pamper evenings, boxing matches, barn dances, public meetings and conferences. The Suite is close to our main kitchen.
<b>Availability:</b>	Available for function bookings most Friday and Saturday evenings, as well as Saturday afternoons and Sundays - the suite is also available at certain times during the week.
<b>Hire Rate:</b>	Friday Eve; £100, Saturday Eve £150 (Contact the office for more details). Also see Special offers on the website.

# THE PLAYING FIELD

Up to 499 PEOPLE	BAR POSSIBLE	STAGE POSSIBLE	VARIOUS	OUTDOORS
FUNCTIONS **		ACTIVITES ***	MEETINGS ***	



The playing field at the rear of the building and adjacent to the car park offers an excellent space for fetes or parties. It can be used alone, but is normally an addition to the hire of the Wessex suite. It is quite a large area and could easily accommodate **499 people** (possibly more) for a fête.

As this is close to our neighbours, we need to ensure the noise level (particularly in the evening) is controlled.

# KITCHENS



We have two Kitchens. The main Kitchen (4.5m x 4.5m) (adjacent to the entrance) is used for the Elbrow Suite and Coffee Lounge. It can be hired to cater for functions.

Our smaller Kitchen is located near the Wessex Suite and Lounge Bar and is also available to cater for functions.

# THE COFFEE LOUNGE

Up to 30 PEOPLE	NEAR BAR	MEETINGS	WOODEN FLOOR	FIRST FLOOR
FUNCTIONS **		ACTIVITES *	MEETINGS ***	



Elbow Suite Bar and Seating Area

The Coffee Lounge is 5m x 8m and is located near the entrance. It is used for coffee mornings, but can also be used for small meetings - and has been used for art and photography exhibitions. It could accommodate **30 people** seated at tables, or 40+ for a presentation. It is adjacent to the main corridor, and separated by open partitions.



## THE WESSEX SUITE

Up to 120 PEOPLE	BAR AREA	SMALL STAGE	DANCE FLOOR	GROUND FLOOR
FUNCTIONS **		ACTIVITES ***	MEETINGS **	

Our second function room is about 2/3 the size of the Elbow Suite, and has a lower ceiling and smaller stage area making it a more intimate venue.



<b>Facilities:</b>	This function room has a sprung dance floor approx 10m x 10m and has a small raised stage area across one side (10m x 2.5m) and some basic stage lighting. The Wessex Suite has its own bar area with a small seating area; it also has an area for setting out food (3m x 3m) away from the dance floor. As this is located adjacent to our field, there is also the possibility of utilising marquees in the summer. The Suite is close to our second Kitchen, and also has a large fridge to maintain buffet food prior to a function.
<b>Usage:</b>	The suite can seat <b>120 people</b> for most functions, and is typically used for wedding, kids parties as well as smaller concerts and meetings, as well as a wide range of activities.
<b>Availability:</b>	Available for function bookings most Friday and Saturday evenings, as well as Saturday afternoons and Sundays - the suite is also available at certain times during the week.
<b>Hire Rate:</b>	Friday Eve; £70, Saturday Eve £105 (Contact the office for more details). Also see Special offers on the website.

## THE WESLEY ROOM

10 - 15 PEOPLE	NO BAR	MEETINGS	TILED FLOOR	GROUND FLOOR
FUNCTIONS		ACTIVITES *	MEETINGS ***	



The Wesley Room (6m x 6m) is located on the ground floor. It is a small room suitable for meetings or 1-to-1 activities such as massage. It would accommodate **10-15 people** for a meeting.



# THE RIDGEWAY ROOM

Up to 30 PEOPLE	NO BAR	ACTIVITIES	TILED FLOOR	GROUND FLOOR
FUNCTIONS **		ACTIVITIES ***		MEETINGS ***



A large activity room (8m x 6m) located in the Annex. It can be accessed directly (if not accessible through the building). As it is partly self-contained it can be used when the centre is closed (though there are no toilets in the Annex). The Ridgeway is popular for meetings (parish council), keep fit and children's dance classes. The room would accommodate **30 people**, and has a hearing loop system installed.

In addition, the adjacent room (**The Games Room**) is a small room, 6m x 6m also located in the Annex and is often used in conjunction with the Ridgeway Room. It has been used for meals, a separate class and a waiting room.



Wessex Suite Bar and Food Areas



# THE LOUNGE BAR

Up to 80 PEOPLE	BAR AREA COMFY SEATING	NO STAGE	CARPET FLOOR	GROUND FLOOR
FUNCTIONS * FUNERAL RECEPTION ***		ACTIVITES *	MEETINGS **	

The Lounge bar is normally used by our members, but offers a more comfortable and homely venue for some smaller functions - it is a popular venue for funeral receptions.



<b>Facilities:</b>	As well as having access to the main bar, the Lounge is fully carpeted and has tables and comfy seating throughout. It is air-conditioned and has a large screen TV which can be connected to a PC for presentations.
<b>Usage:</b>	The Lounge Bar can comfortably cater for <b>80 people</b> seated on comfortable padded chairs. It is typically used for funeral receptions, christening receptions and 'naming ceremonies' - it can also be used for training seminars. The Lounge Bar can be connected to either of the function suites for certain types of large functions. Located on the ground floor its is easily accessible to all.
<b>Availability:</b>	The Lounge Bar is available for hire most weekdays and Saturday daytime.
<b>Hire Rate:</b>	Funeral Reception £60 (Contact the office for more details)

# THE SOMERSET ROOM

Up to 40 PEOPLE	NO BAR	NO STAGE	LINO FLOOR	FIRST FLOOR
FUNCTIONS		ACTIVITES **	MEETINGS ***	



The Somerset Room is a medium sized activity room (10m x 6m) located on the first floor of the building (which does not have disabled access). It is generally used for non-physical activities such as lace making, chess and meetings. The room can accommodate **40 people**.



# THE GLOUCESTER ROOM

Up to 40 PEOPLE	NO BAR	PIANO	WOODEN FLOOR	FIRST FLOOR
FUNCTIONS **	ACTIVITIES ***		MEETINGS ***	



A large activity room (10m x 6m) located on the first floor of the building (which does not have disabled access). It has a wooden floor and is light and cheerfully decorated. The room is 10m x 4m and is popular for a range of meetings and activities, such as drama rehearsals, keep fit and AGMs. The room would accommodate **40 people**. It also has a piano.



The bar(s) sell a wide range of beer, lager and cider (both draft and bottled) as well as wine (by the glass or bottles) and spirits; and a wide range of soft drinks and low alcohol beer. Function prices are comparable to, though generally lower than, pub prices.



# THE WHITTUCK ROOM

Up to 50 PEOPLE	NO BAR	NO STAGE	LINO FLOOR	GROUND FLOOR
FUNCTIONS **		ACTIVITES ***	MEETINGS ***	



The Whittuck Room is a large room (13m x 5m) with ample daylight and artificial lighting. It is mainly used for exercise classes, conferences, meetings and presentations. This room is often available during the daytime. The Room has a hearing loop installed and being on the ground floor has easy disabled access. It is popular for kids parties.



# THE AVON ROOM

Up to 50+ PEOPLE	NO BAR	NO STAGE	LINO FLOOR	FIRST FLOOR
FUNCTIONS *		ACTIVITES ***	MEETINGS **	



A large square room (12m x 8.5m) located on the first floor of the building (which does not have disabled access). It has windows on three sides and faces south, so it is a particularly light and spacious room with a fairly high ceiling. During the daytime it is a quiet room and would be suitable for yoga, meditation as well as

meetings and art clubs. The Avon Room would accommodate **50+ people**.

