

## HALL HIRE

### FREQUENTLY ASKED QUESTIONS

#### Memorial Hall, Ealing Road, UB5 6AA

**Q: Where is the hall located?**

The memorial hall is next to St. Mary's Church on Ealing Road and is available for one off events, or longer term lets by arrangement. Situated on Northolt Village Green, opposite The Crown Pub, it is close to Northolt Station and various bus routes eg 90, 120,140 and 282.

**Q: How big is the hall?**

The hall is approximately 17ft x 37ft (5 metres x 11 metres)  
There is a small side room approximately 15ft x 15ft (4.5 metres x 4.5 metres)  
Kitchen with oven and fridge

**Q: What facilities are there?**

The kitchen has facilities for tea and coffee making, a gas cooker, microwave oven and a small fridge. It is recommended that you provide your own plates, cups etc. when catering. (Note: No children allowed in kitchen).

There are 10 tables and 70 chairs available which are light and easy to handle.

Toilet facilities comprise ladies and gentlemen's toilets, and disabled toilet can be available upon request.

**Q: How much does it cost to hire the hall?**

£40 per hour plus additional £50 caretaking fee.  
Refundable deposit of £100 also required within 14 days of booking. Deposit will be refunded within 14 days of the hire date, once the building has been checked to be left in a clean and tidy condition.

Flexible rates may be given to schools or charitable organisations. Please enquire at time of booking if this applies.

**Q: When can I hire the hall?**

Weekday 9am to 7pm.  
Saturday afternoons  
Sunday afternoons  
Please email [parish.admin@northolt.org](mailto:parish.admin@northolt.org) to check availability

**Q: What can I use the hall for?**

It is a nice venue for children's parties, small receptions, meetings etc.

St. Mary's Church is first and foremost a place of worship and it is important that requests for the hire of our buildings are in line with our ethos, values and role within the Diocese of London, and that events held in the building do not bring the

church into disrepute. Therefore, the PCC and/or their representative reserves the right to refuse a booking for uses which conflict with Christian beliefs, or which our buildings are unsuitable for.

**Q: Is alcohol allowed on the premises?**

You may drink on the premises at a private function but the sale of alcohol in our halls is NOT allowed.

**Q: Is there any parking available?**

There is parking available for approximately 10 cars.

**Q: Can I look at the hall before I decide to hire?**

Yes. If you have not seen the hall, you are strongly advised to visit to see the facilities before proceeding any further.

**Q: Are there facilities for rubbish?**

We do not have facilities for disposing of rubbish, so this must be taken away by you from the premises. Failure to do so will result in withholding your deposit.

**Q: I would like to hire the hall - How do I do that?**

Email our Parish Administrator on [parish.admin@northolt.org](mailto:parish.admin@northolt.org) to check hall availability. If the requested date and time is available, you will be sent a hire agreement form which gives full details about hiring and payment for use of the hall.

This information has been produced to give a general idea of the facilities at the hall. If you are interested in knowing more about hiring the hall, please contact [parish.admin@northolt.org](mailto:parish.admin@northolt.org)