

## HALL HIRE

### FREQUENTLY ASKED QUESTIONS

#### St. Richard's Church Hall, Sussex Crescent, Northolt, UB5 4DR

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

St. Richard's is situated in Sussex Crescent on the Racecourse Estate.

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

The hall is approximately 50ft x 30ft  
Kitchen with oven

**Q: What is the capacity of the hall?**

The maximum number permitted in St. Richard's is 120. This has been produced in conjunction with the fire brigade to ensure the safety of yourselves and your guests.

**Q: What facilities are there?**

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

There are 8 tables and 80 chairs available which are light and easy to handle.

Toilet facilities comprise ladies and gentlemen's toilets.

Access to the hall is step free and disabled friendly.

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

£70 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 building has been checked to be left in 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?**

Weekend daytime bookings only.  
Please email [parish.admin@northolt.org](mailto:parish.admin@northolt.org) to check availability.

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

St. Richard's hall is available to parties for children up to the age of 12, plus other one off events as agreed.

St. Richard'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 some parking in the vicinity but it is very restricted at the hall (approx. 2 spaces on the drive). Please be aware there is a controlled parking zone in the immediate area but there is more parking in the side streets surrounding the hall.

**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. Please contact us to arrange an appointment.

**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)