



General Information

Main Hall

- We are an accessible building with entrances suitable for disability access as well as accessible WC facilities
- We also have baby changing facilities
- Main hall is 17m x 10m with a height at the peak of 6.5m
- Capacity is about 100 seated max, about 120 for music or events that do not plan to have everyone seated. If you are also hiring the Alen lounge the combined capacity is 150 Max.
- The main hall has enough tables and chairs for your event, however the tables and chairs are fairly basic, therefore if you want something more ornate, we suggest you come and take a look first or plan to rent additional tables, especially if you would like round ones to seat 10 per table.
- We also have a few children's tables and chairs.
- We have a 7 x 3m stage that can be put up on request.
- For music events we have a noise limiter set to 96dB any attempt to circumvent this will result in the cancellation of your event.
- The hall is suitable for children's events and bouncy castles, smoke machines are also OK in the main hall.
- Bringing in alcohol is generally not acceptable apart from for toasts as we have 2 bars on site, however if you have a special request please speak to us about corkage charges.

Kitchen

- The kitchen is there to help you stage the food for the event, although there is a cooker, microwave and refrigerator we would not suggest planning to cook your food on site, although storage and warming through is OK.
- There is a water urn to be able to make tea/ coffee
- There are a few cups and plates but please plan to bring cutlery/ plates for your event.

Alen Lounge (Bar)

- The fully licensed bar can be hired separately to the Main Hall or in conjunction with the main hall
- Typically it can be booked from 7pm, however if you require any other times please contact the bookings secretary

Before the Event

- Make sure you have completed all forms, paid your hire charges, this will be confirmed by email before the event, if you have not received this, please contact bookings.

- 24hrs before your event please arrange to collect the keys, pay your damage deposit. This can be from the Sovereign Social Club bar in normal opening times, if not please contact bookings.

During the Event

- If you have any issues or need anything you think we may be able to help with, please don't hesitate to ask at the bar if open or from bookings.
- If there is an emergency, please contact bookings on 07932 874 984 or facilities on 07970 182 894

After your Event

- Please ensure you clean up in line with your booking terms, if you have paid for a cleaner just take your things with you
- Return the key to the bar staff if available, if not return to bookings as agreed
- Your damage deposit will be dealt with in line with the agreement you made with the bookings secretary before hand.

We hope you have a wonderful event, please contact bookings at bookings@abshot.org.uk or 07932 874 984 if you would like to discuss further.