

Frequently Asked Questions:

We've tried to answer most of the frequently asked questions here but if you can't find the answer to your question here, please get in touch at farmboroughmhall@gmail.com

Q: How will I get the hall keys?

A: For casual bookings, the hall will be opened for you and locked up afterwards by one of the hall trustees. They will also be available to answer any questions you may have when you arrive.

Q: Can I have a bouncy castle?

A: Yes. There are local bouncy castle hire companies who are familiar with the hall and the size it can accommodate. Alternatively, you may use the hall gardens. There is also a 3D render of hall in the documents section of the website which shows the size of the hall.

The only requirement is that **the hire company under no circumstances is allowed to tape down anything to the hall floor.**

Q: Can I use the gardens outside the hall?

A: Yes. The hall gardens are available to all hall hirers. Please note that during shop opening hours (08:30 to 17:30 weekdays, 09:00 to 12:00 on Saturday) users of the shop access across the hall patio. If this is an issue for your booking, please contact the booking clerk for what options are available.

The other point to note is that the trees are not for climbing! Please do not include them in any of your activities.

Q: Do you have insurance?

A: The hall has £10million public liability insurance for the facilities offered. However, this does not cover the activities of your booking. If you have any concerns about this the hall committee recommend you take out your own public liability insurance.

Please note that the hall does not cover anything to do with the car park as this is public and owned by the parish council. Hirers are reminded that they park their car at their own risk.

Q: Do you allow parties?

A: Although children's parties are welcome at the hall, there are certain parties which are not permitted. These include youth parties or family parties which take place during the evening of public holidays such as New Year's Eve. Bookings of this type will be refused.

All casual bookings which extend beyond 18:00 will be subject to further checks to ensure the booking is genuine. This will include but not limited to you meeting a hall trustee prior to the hall booking being confirmed.

Q: Can I have a disco?

A: The hall is licenced to allow what is known as “regulated entertainment” which means discos, entertainers, musicians etc. The latest this is permitted must not extend beyond the hall licence which is 23:30. Please remember that the hall is next to a residential area and your consideration to their right to a peaceful evening must be given – especially when leaving the hall.

Q: Is the use of kitchen included in the hire?

A: Yes, the hall has a commercial type kitchen with many facilities including commercial oven, dishwasher, self-refilling boiler, double sinks, serving hatch as well as a domestic oven, microwave and fridge-freezer all available for use and included in the hire charge.

There is also sufficient crockery and cutlery for serving the full hall capacity, however, for children’s parties we recommend you bring your own paper plates and plastic cups.

Q: Are there tables and chairs at the hall?

A: There are sufficient chairs for 100 people which is the maximum capacity of the hall (plus organisers). There are also 26 long tables (1.8 by 0.6m) and 11 square tables (1.2m). All these are stored either within the hall area or within the side storeroom.

Q: I would like to serve alcohol. Do I need a licence?

A : If you are selling alcohol you **will** need to apply for a Temporary Event Notice (TEN) from B&NES available here: <https://beta.bathnes.gov.uk/temporary-event-notice-ten>

If you are serving alcohol without payment you will need to check with B&NES as there are circumstances where you will or may not need one. **The hall committee cannot advise you on this.** Please call Council Connect on 01225 39 40 41 and ask for the licensing department.

Applications must be made at least 10 days in advance of your booking but before you apply, please ensure you have ticked the TEN box on the hall website booking form. This is because there is a limit to the number of licences which can be issued to the hall in one year and the booking clerk needs to keep count of the number issued. **It is the hirers responsibility to make themselves familiar with the licencing laws.**

Q: Do you have a specific area for bar facilities?

A: Yes, in addition to the kitchen, the hall has a bar area which includes an additional self-filling boiler for serving hot drinks. There is also a display chiller which may be used for serving cold drinks The back bar is suitable for displaying bottled drinks and attaching optics. There is also an access hatch which may be closed to comply with licencing regulations.

Q: What about glasses?

A: The bar area has an eclectic mix of glasses for general use., however, if you are wanting matching glasses or to sell drinks by a specific volume, we recommend you bring or hire your own. If you are hiring in a bar, then they are likely to supply glasses. You may also try a free loan service from a supermarket.

Q: Do you have Wi-Fi?

A: Yes. We benefit from service from Fibreway (Fibreway_FREE_WIFI) as well as TrueSpeed (FarmboroughHall) which runs at 200Mbs. Although both are free to use and do not require a password, we remind you that by logging onto our system you are agreeing to abide by our [WiFi Terms and Conditions of Usage](#) with which you should make yourself familiar before using the system.

Q: Do you have a sound system?

A : We have a PA system complete with a handheld as well as lapel microphones. This system also has a 3.5mm jack as well as Bluetooth input for connection to a music source (such as a laptop or smartphone), however music sound quality not suitable for more than background music. The system also integrates with our projector. There are HDMI connections at the front and rear of the hall. Contact the booking clerk for further details. It is subject to an additional hire charge.

Q: I wear a hearing aid; do you have a loop system?

A: Yes, the hall has an Induction Hearing Loop system which is fed from the PA system. You will need to set your hearing aid to "T". We recommend that hall users discuss their exact requirements with the booking clerk.

Q: What parking is available?

A: The adjoining car park can accommodate 20 cars, but more is possible if parking is marshalled by hirer otherwise it will overflow into nearby residential areas. This is very limited, and we would discourage this as we wish to maintain a good relationship with our neighbours.