



**Curdridge
Reading
Room**

The Village Hall with Endless Possibilities



**Curdridge Reading Room and Recreation Ground Charity
Reading Room Lane, Curdridge, SO32 2HE
A Registered Charity in England & Wales: Charity Number 1153056**

The Curdridge Reading Room offers a beautiful setting for you to celebrate your special day. Built in 1884, the hall provides Victorian charm with modern facilities in a delightful, rural location in the village of Curdridge. The recreation ground is surrounded by a variety of native, mature trees and is ideal for taking beautiful photographs to capture your special day.

The village hall offers a blank canvas for you to decorate and set-up as you wish to suit your tastes and requirements to make your special day truly magical for you and your guests.



The Facilities

The building has a main hall, which includes a stage area which is useful if you are having a DJ or live band in the evening. There is access to a sound system that you can use to plug in your device and play background music during your wedding breakfast if you wish to. The main kitchen is just off the hall and is well stocked to help you cater for your day. Facilities include a fridge freezer, microwave, hot water urns, an electric oven, food warmers and gas hob plus plenty of serving space. The buildings main toilet facilities are also located off the main hall including an accessible toilet. The main hall can seat 70 to 80 people in a formal layout and the maximum capacity for the whole building is around 130 people.

In addition to the main hall, there are two smaller rooms – the Billiard Room & Committee Room. The Billiard Room is a great room to hold the bar and have a breakout space where guests can gather in a quieter setting during the evening when your reception entertainment is underway. The Committee Room can simply be used for storage or a space where your DJ/band can take a break if needed. There is a small kitchen which is suitable for storing food and equipment and further toilet facilities at the back of the building.



The hall is fully equipped with tables, chairs, white crockery, cutlery and a limited supply of glasses. We also have white tablecloths available to hire if required as well as white chair covers, hessian chair sashes and additional strings of fairy lights.

The Reading Rooms has a premises licence which covers the sale of alcohol and regulated entertainment including live music and playing recorded music during the day. Use of the licence is included in your hire charge.

If you are using a third party to sell alcohol at your reception, you may wish to apply for your own Temporary Event Notice (TEN) through Winchester City Council or check that they hold their own licence. Please visit www.winchester.gov.uk/licensing/alcohol-entertainment/ten/ Please note, all events must stop at midnight to comply with the licensing laws.

Outside there is a large carpark where your guests can park free of charge. Overnight parking is available as long as your guests understand that this is at their own risk as the car park is not patrolled and has no CCTV.

There is a grass area which can be used to site a hired marquee or our garden pavilion if desired and a children's play area alongside the building with a small garden at the rear of the building that may be available for taking some of your commemorative photographs.



There is a recycling facility available in the car park for glass and a waste bin for you to place any rubbish following your reception. Please note that space for the disposal of waste is limited. If your reception is likely to generate large quantities of waste, we respectfully request that this is removed from the site by yourselves following your reception. If this is not possible for any reason, please discuss this with the Facilities Coordinator so that arrangements can be made to accommodate any excess waste. Additional charges may apply.

We want your wedding day to be special and memorable and we hope that you will consider booking our much-loved village hall for your occasion. We look forward to working with you to help make your dreams for your day come true.



Charges

The hire charges for a standard booking are £742.50 for non-residents of the village and £668.25 for village residents.

A standard booking includes:

- ❖ The hire of the whole building from 4pm on the Friday preceding your reception until 1pm on Sunday;
- ❖ The use of all the equipment in the main kitchen;
- ❖ Parking.

The following additional facilities are available as part of an enhanced booking:

- The hire of the building from an earlier time on the preceding Friday for setting up or, for a later time on the Sunday following for clearing away at an additional cost of £27.50 per hour for non-residents and £24.75 for village residents;
- Should you wish to hire a marquee to provide additional covered space outside, there will be a charge of £110 in addition to any charges from the marquee company that you choose to use. The marquee can either be placed on the grass area in front of the building or, on the recreation field if more space is required (subject to availability). We will agree the exact location with you should you require it. Please note that you will be responsible for any damages to the marquee that you hire and any additional set-up and clear down times outside of your hire period will be charged at the hourly rate;
- The hire of our garden pavilion with sides (size 10m by 3m) which can be placed on the grass area outside the main building to provide additional space for your guests if it is needed. There will be a charge of £280 for the hire of this. Four to six people are required to erect and dismantle this, we may be able to assist with this subject to the availability of our volunteers. Use of this is subject to appropriate weather conditions;
- The hire of any of our standard size gazebos at £15 per gazebo;
- The hire of additional fairy lights for either outside or inside use. We have two strings of warm white LED lights that are 50m in length at £7.50 per string. You would be responsible for hanging these and taking them down. Should you require that we hang these for you, the hire would be £15 per string;
- Tablecloth hire from £3 each depending upon the size;
- White chair covers that will cover the chairs in the Main Hall. Hire of these is at £18 per 10 covers. We have 150 available for hire. The hire fee includes cleaning but does not include placing them on the chairs and taking them off - this would be for you to do as part of setting up and clearing away;
- Hessian chair sashes at £12 per 10 sashes. These add a lovely rustic vibe to your wedding reception;
- A cleaning service at £25 per hour to clean & tidy the facilities following your reception if you choose not to do this yourselves. Typically, we would allow five hours for a post-event clean subject to the scale of your reception. Should it take less time than this, you will be refunded the difference along with your security deposit;
- Welcome drinks ready for the arrival of your guests from £195 (based on up to 40 guests). If additional glassware is required due to the number of guests, there will be a further fee for this. If supplied by yourselves, a flat-rate corkage fee of £100 will apply;
- Wine for your wedding breakfast (typically half a bottle per guest): from £250 (subject to wine choice & based on up to 40 guests). If supplied by yourselves, a corkage fee of £100 may apply;
- A bar service that runs either for the duration of your wedding reception or purely for your evening celebration. This is usually located in the Billiard Room. When planning your reception, if the bar can finish at 11.30pm to allow our volunteers time to close the bar down as your reception is coming to an end it would be appreciated. You have the following options for a bar service **(prices based on up to 40 guests with the bar open for up to 7 hours):**
 - Option 1: Drinks & glassware supplied by yourselves, and you operate a free bar for your guests to enjoy. A flat-rate corkage fee of £100 will apply;

- Option 2: The Charity sets up and runs the bar (with the stock that you provide) so that your guests can be served their drink of choice rather than serving themselves. The typical fee for this would be £385. This includes setting up, serving at your reception and clearing away.
- Option 3: We supply a well-stocked bar with a variety of alcoholic and soft drinks to serve to your guests free of charge during your celebration. The fee for this is from £745 subject to your choice of drink and the cost of this at the time. This fee includes supplying the stock and glassware, setting up, running the bar and clearing this away at the end of your reception. If you have more than 40 guests, there will be an additional fee of £8.75 per head.
- Option 4: We supply a well-stocked bar for your guests to buy at very reasonable prices. The fee for this is from £360 subject to your choice of drink and the costs of this at the time. An additional fee will apply if you have more than 40 guests. Cash & card payments will be accepted. The funds raised by this will be in aid of the Charity that looks after the village hall.

We have contacts for catering, inflatables, DJ's, Event Stylists and a Photographer that we are willing to share with you once your booking has been confirmed.

Deposit and Payment

Upon receipt of a security deposit of £250 for a standard booking, the booking will be confirmed and the building reserved for your sole use. If you choose an enhanced booking, an additional security deposit will be required depending upon your choices.

We are delighted to offer a payment plan to help you spread the cost of your big day. Once your booking has been confirmed, payments will be made as follows:

- ❖ 25% of the total hire fee payable at 6 months prior to the hire date (or at the point of booking if less than 6 months);
- ❖ A further 25% payable at 3 months prior to the hire date (or 50% payable at the point of booking if this is less than 3 months before the hire date);
- ❖ The balance in full 8 weeks prior to the hire date (or 100% payable at point of booking if this is less than 8 weeks before the hire date).

Should the situation arise where you decide to cancel your booking for any reason, the following cancellation charges will apply:

- ❖ Cancelling more than four months prior to the event, a charge of 20% of the total hire fee will apply. If no hire fee has been paid at the point of cancellation, this amount will be deducted from the £250 deposit with any balance remaining refunded to you;
- ❖ Cancelling within three months prior to the event, a charge of 40% of the total hire fee will apply. The remaining balance of your hire fee and the security deposit will be refunded to you;
- ❖ Cancelling with two month's notice or less prior to the event, a charge of 60% of the total hire fee will apply. If the balance of the hire fee has not been paid at the point of cancellation, this amount will be deducted from any hire fees received and the security deposit amount. Any remaining balance of your hire fee and security deposit will be refunded following this deduction.
- ❖ Please note that should we be able to hire out the space to another user subsequent to the cancellation, a refund equivalent to that hire fee will be issued.

Following the event the security deposit will be fully refunded within one month provided that the building is left in a clean and tidy condition (except where the cleaning service is included in your hire arrangement) and there are no damages to the facilities or equipment used during your hire period.

For more information and to make a booking:

Contact the Facilities Co-ordinator on 07704 208703 or info@curdridgereadingroom.co.uk