



**Curdrige
Reading
Room**

The Village Hall with Endless Possibilities



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

Celebration Packages - updated May 2020

Welcome to the Curdridge Reading Room

Whether you are celebrating a significant birthday, an anniversary or a graduation, the Curdridge Reading Room offers a beautiful setting for you to hold your special occasion. Built in 1884, the hall provides Victorian charm with modern facilities in a delightful, rural location in the village of Curdridge.

Our venue offers you a blank canvas to decorate and set-up as you wish to suit your tastes and requirements and make your celebration unique to you and your guests.

We can offer a number of packages from simple room hire to enhanced services such as a bar service, equipment hire and a cleaning service. Please take the time to read the information contained in this brochure and do not hesitate to contact us if you have any questions.

The Facilities: Main Hall, Billiard Room & Committee Room

The Main Hall

This space can seat up to 70 to 80 people with maximum standing room for 120 people. It includes a stage area for a DJ or live band to use if you are having entertainment as part of your celebration. Alternatively, there is access to a sound system that you can connect to your own device and play music either as background ambience or from a playlist for your guests to dance to if you wish.



The main kitchen is just off the hall and is well stocked to help you cater for your celebration. Facilities include a fridge-freezer, microwave, a hot water urn, an electric oven, food warmers and gas hob plus plenty of serving space. Crockery, cutlery and a limited selection of glassware is included in your hire fee subject to the number of guests. If more glassware is required, we can offer this at an additional fee.

Whether it is a formal sit-down meal for 80 people, a buffet and disco for friends and family to dance the night away or a more intimate meal and a silent disco for your closest friends, the main hall has the versatility to meet your needs.

The main toilet facilities are located just off the hall and includes an accessible toilet.



The Billiard Room

This is a great space to hold a smaller, more intimate celebration. The room can seat 25 to 30 people subject to the layout with standing room for a maximum of 40 to 50 people. There is a small alcove for you to put a couple of tables for a buffet and you are welcome to bring your own device and Bluetooth speaker to plug in for background music if you wish.

If booked as part of a combined booking with the hall, this room is the perfect space for you to have the bar or your buffet with a breakout space for guests to sit whilst your entertainment is taking place in the main hall.



Committee Room

Whilst this room is not suitable for holding a party due to its size, it can provide additional space for storage if needed, a seating area where your DJ/band can take a break or even as a games room for children to use.

Additional Facilities included in the hire with the Billiard & Committee Room

There is a small kitchen that is suitable for storing pre-prepared food, snacks and equipment. At the moment, it does not have the facilities of a fully functioning kitchen.

Additional toilet facilities can be found at the rear of the building. These are available for your guests to use if you are booking the Billiard Room on its own or, if you have a combined room booking for one of the smaller rooms with the Main Hall. The additional toilets come in handy for any of your suppliers, caterers, band members and / or DJ's or children playing in the games room to use. This keeps the main toilets available solely for your guests.

We want your event to be special and memorable and we hope that you will consider booking our much-loved village hall for your occasion.



Alcohol Licence:

If you are holding a private party where no entrance fee is being charged you are not required to have a licence to play recorded music or have live music at our venue.

If you choose to take-up our bar service **and are charging** your guests for their drinks, we hold a premises licence which covers this sale of alcohol. If you are using a third party to sell alcohol at your party, they will be required to hold the relevant insurance and licences to do so. Alternatively, you may wish to apply for your own Temporary Event Notice (TEN). Please visit the website for Winchester City Council at: www.winchester.gov.uk/licensing/alcohol-entertainment/ten/

Parking and space for marquees and gazebos:

Outside there is a large car park 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 small grass area outside the main building which can be used to site our gazebos or garden pavilion which are available to be hired from us.

A children's play area is also available at the Reading Room however, your guests may not have exclusive use of this as members of the local community will still have access to this during your hire



Clearing Away & Waste

It is your responsibility to leave the premises in a clean and tidy state following your party. When making your booking, please allow time for your guests to leave, any suppliers or entertainment to pack away and time to take down your own decorations and remove any equipment you may have bought to the venue.

We have our own cleaner who will carry out a basic clean following your event however, if there is any significant mess it is a requirement of your booking to clear this up before you leave. Any extra cleaning required after your booking other than a basic clean may result in some of your security deposit being withheld.

Please note that a glass recycling facility is available in the car park for you to place any empty bottles, a green recycling bin is located there as well for any cans and cardboard waste and finally, a general waste bin can be found at the rear of the building next to the roadside for you to place any bags of rubbish following your event.

Alternatively, we offer a cleaning service that you can choose to take up which is charged at £25 an hour. We typically allow two to four hours for a clean subject to the number of rooms you have booked and the nature of your celebration. This can also include overseeing any suppliers visiting the premises following your celebration to collect their equipment or decorations on the morning following your event. A fee of £100 prior to your booking would be required to secure this service. Any funds remaining following the clean would be returned to you along with your refundable security deposit.



Hire Fees:

Room hire is available from 8am to 11.30pm. The hire fees per room or combination of rooms are as follows:

- ❖ Main Hall: £24.00 per hour
- ❖ Billiard Room: £17.00 per hour
- ❖ Committee Room: £13.00 per hour
- ❖ Main Hall and Billiard Room: £29.10 per hour
- ❖ Main Hall and Committee Room: £27.90 per hour
- ❖ The Whole Building: £30.50 per hour

Please note that if your booking is solely for the Main Hall, the Billiard Room or the combined booking for the Main Hall and Committee Room, we reserve the right to hire out the remaining rooms at the same time as your booking if it is appropriate to do so. We will of course discuss this with you before we accept any bookings.

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

- ❖ The hire of our gala tent with the option of up to two sides for privacy (size 10m by 5m). There is a fee of £120 for the hire of this which includes an erection and dismantling fee.
- ❖ The hire of our garden pavilion which can have up to four sides (with windows and an entry) for extra privacy (size 6m x 3m). There is a fee of £50 for the hire of this. Again, this fee includes the pavilion being erected and dismantled for you.
 - Both the Gala Tent and the Garden Pavilion can be placed on the grass area outside the main building to provide additional space for your guests if it is needed. Use of either of these is subject to appropriate weather conditions;
- ❖ Festoon lighting (coloured or white) from £15 to £20 per string. This is put in place and attached to a power supply by us prior to your celebration and then taken down once your function has finished;
- ❖ The hire of any of our standard size gazebos at £15 per gazebo. This includes an erection and dismantling fee;
- ❖ Outside tables and chairs from as little as £5.50 per table and six chairs;
- ❖ White tablecloths from £3 each subject to the size required. This fee includes cleaning costs following your booking. Please note that any significant staining that cannot be removed with washing may result in the cost of any replacements being taken out of your security deposit;
- ❖ A bar service that runs for the duration of your celebration. You have the following options to choose from (**prices are based on 30 to 40 guests**):
 - Option 1: Drinks & glassware supplied by yourselves. Your guests help themselves to the drink you supply which can be placed on tables in the room that you are hiring or, in the kitchen that comes with the hire. A corkage fee of £100 may apply. You are responsible for setting this up and clearing this away at the end of the event. A limited selection of glassware is available as part of your hire fee with the option of hiring additional quantities if you have more than 40 guests;
 - Option 2 – from £205: You supply the drink and glassware, but we set up and run the bar at your celebration. Your guests can be served their drink of choice rather than pouring it themselves. The fee for this includes setting up, running the bar during your event, collecting any dirty glasses or empty bottles throughout the evening and clearing away at the end ready for you to collect any remaining drink at your convenience following your booking. This fee is based on a booking of up to 5 hours in duration **plus** setting up and clearing away time.

If you do not wish to supply your own glassware for this option, we have a limited stock of glassware or reusable plastic pint, half-pint, champagne flutes and wine 'glasses' for up to 40 guests that you can use at no additional charge. If you are having more than 40 guests, there may be an additional charge for glassware (plastic or glass) if you are not supplying this yourself.

- Option 3 – from £500: We supply a well-stocked bar with a variety of alcoholic and soft drinks to serve to your guests during your celebration. The fee for this is subject to your choice of drink and the cost of this at the time. This fee includes supplying the stock, glassware, setting up and running the bar and clearing away at the end.
- Option 4 – from £210: We supply a well-stocked bar for your guests to buy their drinks throughout the celebration at less than pub prices. The fee for this is subject to your choice of drink and the costs of this at the time. Your guests can pay for their drinks by cash or card payments. The funds raised by this will be in aid of the Charity that looks after the village hall. This fee includes supplying the stock, glassware, setting up and running the bar and clearing away at the end.

If you have more than 40 guests, we may need to hire the additional quantities of glassware. There may be a further charge for this.

Options 2, 3 & 4 can be located either in the main kitchen, the main hall (subject to space) or, the Billiard Room as part of a combined booking.

Deposit, Payment and Cancellation Clauses.

If you wish to proceed with a booking, please contact us so that we can discuss your requirements, check availability and send you our booking form for you to sign and return to our Facilities Coordinator at info@curdridgereadingroom.co.uk.

If you are simply hiring a room, you will be required to pay a £50 refundable security deposit by bank transfer to secure your booking as well as returning the booking form.

If you are adding any of the enhanced elements such as the bar service or any of the other equipment mentioned in this brochure, the refundable security deposit will increase to £100.

To secure your booking, you will need to sign and return the booking form and pay the security deposit. Please note that the hire fee outlined in your booking form is on top of the security deposit.

Details of how to pay your deposit can be found on your booking form which will be sent to you by our Facilities Coordinator once you have confirmed your booking requirements.

Upon receipt of your form and security deposit your booking will be confirmed and room(s) reserved for your use.

You will be sent an invoice for the full balance of your hire for you to arrange payment before your booking. **Payment is required no later than six weeks before the date of your booking.** If you are making the booking with less than six weeks' notice, you will be required to pay the security deposit and the full hire fee to secure your booking.

Please note that failure to pay the hire fee within this timeframe may result in your booking being cancelled and your security deposit being forfeited.

Cancellation Fees:

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

- ❖ More than one month's notice will receive a refund of the deposit (less a £20 admin fee) and any hire fee already paid;
- ❖ Should you cancel within one month of the date of your hire you will receive a refund of your deposit (less an admin charge of £20) and 80% of your hire fee;
- ❖ Cancellation with less than two weeks' notice will receive a refund of your deposit (less an admin charge of £20) and 50% of your hire fee;
- ❖ Cancellation with less than one week's notice, the full deposit and hire fee will be forfeited.

Individual circumstances for any cancellation will be taken into consideration before any cancellation fees are applied.

Please note that should we be able to hire out the space to another user subsequent to your cancellation, a further refund of any fees held will be considered by the Trustees.

Following your celebration, your 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.

If you have any queries or would like to proceed, please contact our Facilities Coordinator on 07704 208703.

We look forward to hearing from you.