

# Hall Hire

# Information Pack

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Many thanks for your interest in hiring one of our spaces here at Coram's Fields. In this short guide, you will find all you need to know about the booking process and your experience on the day of hire.

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# What we offer

## Our spaces, availability and prices

### Band Room

Capacity: 60 seated, 100 standing

Availability:

Monday to Friday: 10.00 - 14.30 and 19.00-22.00

Saturday and Sunday: 10.00-16.30

Hire fee: £60/hour

### Guides Hall

Capacity: 35 seated, 60 standing

Availability:

Monday to Friday: 10.00 - 22.00\*

Saturday and Sunday: 10.00-16.30

Hire fee: £45/hour

\*PLEASE NOTE: Between the hours of 14.30 and 19.00 Mon-Fri, our hall toilets will be in exclusive use by our Out of School Club. Alternative facilities should be sought at nearby cafes or restaurants.

PLEASE NOTE: Booking availability in both the Meeting Room and I.T. Suite varies after midday subject to our Youth Centre schedule.

For photos,  
please see our  
Hall Hire  
webpage

## Children's Parties

As a park dedicated specifically to children and young people, we are delighted to offer affordable children's party hire at weekends to local families.

**Times: Saturday and Sunday 10:00-13:00 or 13.30-16.30**

**Prices: Band Room - £140 ; Guides Hall - £120**



## Securing your booking

### Making an enquiry

To make an enquiry, we ask that you please email [info@coramsfields.org.uk](mailto:info@coramsfields.org.uk) or call 020 7837 6138.

### Confirming your booking and making payment

Once we have agreed upon a hire, we will hold your booking for 3 working days before it must be confirmed through payment in full.

We take payment via credit/debit card or cash. Card payments are accepted either in person or over the phone.

### Cancellation or postponement

All cancellations and postponement requests must be made at least thirty days prior to the date of booking. Refunds will only be granted where thirty days' notice is given.

# Before your event - FAQs

- **Are tables and chairs available for hall hires?**

- Yes. Coram's Fields must be informed prior to your event how many trestle tables and chairs are required. We have the following numbers available:

Band Room: 14 tables, 60 chairs

Guides Hall: 10 tables, 35 chairs

Meeting Room: 5 tables, 30 chairs

I.T. Suite: 20 chairs

- **Can I connect to the televisions available in some of the spaces?**

- Yes. If you are intending to use one of our televisions, you must inform us so we can provide a remote and HDMI cable.
- Please note: we strongly recommend a site visit to test your technology.

- **Is there Wi-Fi available for hall hirers?**

- Yes. If you require Wi-Fi access for your event, please email and you will be provided with the login credentials.

- **Can bouncy castles be hired for an event?**

- Yes. Both our halls accommodate most bouncy castles. However, Coram's Fields bears no responsibility for the sizing up of our halls for a bouncy castle.
- All set up must take place within the paid-for booking period.
- Coram's Fields does not have a list of recommended hirers,
- Please see our Hall Hire Terms and Conditions for further requirements regarding bouncy castle usage: <https://bit.ly/33VFawg>

- **Can a children's party entertainer be hired for an event?**

- Yes. However, they must remain within the hall at all times.
- Coram's Fields does not have a list of recommended hirers,

- **What toilet facilities are available?**
  - Our Guides Hall and Band Room have shared toilet facilities. These include male, female and disabled toilets.
- **What kitchen facilities are provided?**
  - Both our Band Room and Guides Hall have their own kitchen with a sink, oven, hob, microwave and 16-litre hot water urn.
  - Washing-up liquid, cloths, bins and spare bin bags are provided.
  - No other equipment (e.g. pots and pans, mugs, plates) is provided.
- **Can materials be stored at the venue prior to an event?**
  - No. It is not possible for Coram's Fields to store or receive delivery of any materials before the hire period.
- **Can I arrive early to get set up before my event?**
  - No. All set up must take place within the paid-for booking period.
- **Do you provide catering?**
  - Yes. Our cafe here at Coram's Fields can provide a variety of different catering packages.
  - For more information, please visit our website at <https://www.coramsfields.org/cafe/> or email [cafe@coramsfields.org.uk](mailto:cafe@coramsfields.org.uk).

## On the day - FAQs

- **How do I access the hall?**
  - Upon arrival, the hall will be unlocked and ready for your hire. At the beginning of your hire, a member of our ground staff team will ensure everything is in order.

- **Who do I contact to report an issue?**

- If you have any queries during your hire, please report to one of our ground staff members wearing hi-vis jackets in the park.
- If you cannot locate a member of our ground staff team, please visit their office in the West colonnades.

- **What tidying and clearing away is required?**

- We kindly ask all hirers to leave the hall as it was found. Brooms and dustpans are located within each kitchen.
- All rubbish must be placed in the bins provided and left in the hall to be removed by our ground staff. Spare bin bags are located in each kitchen.

- **Do you have any first aid provisions?**

- Yes. Both the Guides Hall and Band Room have first aid provisions available in their respective kitchens. For the I.T. Suite and Meeting Rooms, first aid provisions should be sought through a member of our ground staff team.

- **Do I need to lock up after my event?**

- No. Once you have vacated, a member of our ground staff team will check over the hall and lock up after you.

**Please ensure you have read and agree to our Hall Hire Terms and Conditions prior to your event, available on our hall hire webpage or at the following address: <https://bit.ly/3N4yv1E>**

**For any more questions, don't hesitate to get in touch on [info@coramsfields.org.uk](mailto:info@coramsfields.org.uk) or 020 7837 6138.**