

# Victory Hall, Farley Hill – FAQ

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Thank you for your interest in hiring The Victory Hall.

If you have further questions or would like to see the hall, do get in touch.

What is the capacity of the hall?	<p>For fire safety purposes, the hall capacity is 200.</p> <p>For practical purposes, we recommend a maximum of 125 people, fewer if you are using a lot of space for dancing and other entertainment.</p> <p>We have seating for about 50 people.</p> <p>We have six large (1.8x0.9m) tables, one round table (1.8m) and about 8 small square tables (0.9m).</p>
What are my options for serving alcohol?	<p>You have three options:</p> <ol style="list-style-type: none"><li>1. Pay a corkage fee, bring and serve your own alcohol, use our glasses if you wish (just wash &amp; pay for any breakages) BUT you may <u>not</u> charge your guests.</li><li>2. Apply to Wokingham Borough Council for a Temporary Event Notice, which will allow you to sell/serve your own alcohol and carry out other licensable activities.</li><li>3. We can run the bar for you, but you will need to underwrite a minimum revenue for us (£500 currently). If you want us to serve something we don't usually stock, you will need to underwrite any part-used bottles/packs.</li></ol>
Can I use my own caterers, DJ, entertainers etc.?	<p>Yes of course, provided they each carry public liability insurance of at least £1m and you tell us who you are using on the booking form.</p>
What are the catering facilities?	<p>The kitchen has:</p> <ul style="list-style-type: none"><li>• An electric range cooker with two ovens, a 5 plate ceramic hob and some roasting trays</li><li>• A small microwave, two kettles, a set of kitchen knives</li><li>• About 60 large plates, 60 medium plates and 60 bowls (soup/dessert) plus 60+ knives, forks, spoons</li><li>• Ample preparation surfaces</li></ul>
What disabled facilities does the hall have?	<p>There is a ramp at the back door suitable for wheelchairs.</p> <p>Once inside, all floors are level.</p> <p>There is currently no disabled toilet.</p>
Can I decorate the hall?	<p>Yes, but you must use the low tack tape we supply and nothing else and you must not attach anything to lights or to pictures.</p> <p>Do not use blutac, white tac, cello tape, pins or anything else.</p> <p>Leave yourself enough time to take down all decorations and tidy up afterwards.</p>
Is there a garden?	<p>Yes, there is a garden, which you are welcome to use.</p> <p>The garden is well fenced but is not child-proof.</p>

Can we use a BBQ?	<p>We strongly suggest that an adult supervises the garden at all times when children are there.</p> <p>You can bring a BBQ, but please position it only on the gravel area, well away from our LPG tank.</p>
What if something goes wrong (faulty) in the hall during the hire?	<p>Call the number on your hire agreement and we will do what we can to remedy the problem.</p> <p>You will need a mobile phone with a signal as the hall has no telephone.</p>
How clean do I need to leave the hall?	<p>Basically, as tidy as you found it, ready for the next user.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>• Mop/clean up any spills as they occur</li> <li>• Bag and remove all rubbish &amp; recycling</li> <li>• Vacuum the floors</li> <li>• Clean kitchen surfaces and wipe tables</li> <li>• Wash all glasses, plates and cutlery (2 dishwashers)</li> <li>• Put tables and chairs back in their original positions</li> <li>• Report any breakages, damage and faults</li> </ul>
Can I use WiFi in the hall?	<p>Yes. We have a slow connection of 4-5Mbps and can let you have the password. There is no charge for this.</p>
Is there an amplifier and speakers?	<p>Yes, we have a Denon receiver and two speakers (60W each), which are mounted on the wall in the main hall. This is suitable for background music.</p> <p>You can connect most devices to the receiver, including iPhones and anything with a USB connection or a headphone socket. It also supports Apple's Airplay, internet radio and Spotify.</p>
What about karaoke?	<p>Victory Hall has a PA system available to rent for a special price of £40 for up to 5 hours, and £60 for up to 10 hours. The PA is more than suitable to fill the hall with plenty of sound, and is quite suitable for Karaoke, Quizzes, speeches etc. It supports mixing of MP3 supplied music (from e.g. iPhone or Android phones or MP3 players) with the inputs from the microphone. It can also be used to amplify sound from instruments such as acoustic guitars. Please contact us for more information and to check for availability. At least 1-week notice is required.</p>
What can I connect to the projector and surround sound system in the Bishop room?	<p>We have satellite TV and a Blu-ray player (BD, DVD, CD) connected to an HD projector.</p> <p>You can also connect anything with an HDMI cable. Check with us if you need to test out anything critical to you before your hire.</p>
What parking is there?	<p>We have our own off-road car park that will accommodate about 30 cars.</p>
Is there public transport?	<p>For all practical purposes, no.</p>
How will I get access to the hall?	<p>We will open the hall for you and close it again at the times stated in your hire agreement.</p> <p>We use a checklist to ensure the hall is in a good state at the start and end of the hire period.</p>

<p>What does it cost to hire the hall?</p>	<p>The hall is hired as one unit. For private and commercial rates see <a href="http://www.victoryhalltrust.com/hire">http://www.victoryhalltrust.com/hire</a></p> <p>There is a standard deposit of £150 (more in some cases), returnable after the hire if none of the hire conditions have been broken (see the hall hire form for the list).</p>
<p>When will my deposit be returned?</p>	<p>Assuming there is no damage or broken hire conditions for which you are liable as hirer, we will refund you 1-2 weeks after your hire, directly to your bank account.</p>
<p>Is setting up / cleaning up time included in the hire?</p>	<p>You need to book enough time in total to allow yourself sufficient time to set up before your event and clean up afterwards.</p> <p>At our discretion, we may allow you to book time to clean up the following morning if your event finishes late.</p>
<p>Can I extend the time of my party to later than 11pm?</p>	<p>Yes, we may allow a finishing time of 12pm (guests gone by 00:30) on a Friday &amp; Saturday only.</p> <p>If we do, you will have to apply to Wokingham Borough Council for a Temporary Event Notice (TEN), give at least 10 days' notice and pay a fee (£21 currently).</p>
<p>Do you hire for teenager parties?</p>	<p>Sometimes.</p> <p>We would talk to you about security arrangements, parental supervision, alcohol, deposit, noise and closing time. Assuming we can reach agreement then you can hire the hall (the hirer must be over 18).</p>