

Victory Hall, Farley Hill – FAQ

Thank you for your interest in hiring The Victory Hall.

After you have read this FAQ, if you have further questions or would like to visit the hall, do get in touch.

<p>How can I find out if the hall is available on my date?</p>	<p>Go to the hire page and click on 'hall calendar' at point 3. https://www.victoryhalltrust.com/hiring-the-hall/</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 point 4 at: https://www.victoryhalltrust.com/hiring-the-hall/</p> <p>We may make a charge to cover costs if you are using any large electrical appliance (e.g., bouncy castle).</p> <p>There is a standard deposit, returnable after the hire if none of the hire terms have been broken (see the hall hire form for the deposit & terms).</p> <p>Your booking is confirmed once all fees and deposits are paid, directly into our bank account.</p> <p>If you need to extend the hire time after booking, let us know before the hire commences and we will oblige if we can.</p>
<p>What is the capacity of the hall?</p>	<p>For fire safety purposes, the hall capacity is 200 with three fire exits.</p> <p>For practical purposes, we recommend a maximum of 100 people, fewer if you are using space for DJ, dancing, catering and other entertainment.</p> <p>We have seating for about 75 people.</p> <p>We have six large (1.8m x 0.9m) wooden tables, one round wooden table (1.8m), eight medium grey tables (1.2m x 0.7m) and four small grey tables (0.7m x 0.7m).</p> <p>All furniture must be wiped down and returned to its storage position (there is a picture in the hall).</p>
<p>What are the catering facilities?</p>	<p>The kitchen has (see picture on web site):</p> <ul style="list-style-type: none">• An electric range cooker with two ovens, a 5-plate ceramic hob and some roasting trays• A small microwave, two kettles, kitchen knives• About 50 large plates, 50 medium plates and 50 bowls (soup/dessert) plus 50 knives, forks, spoons• Ample preparation surfaces <p>We suggest you bring your own tea towels.</p>

<p>How clean do I need to leave the hall?</p>	<p>Basically, as tidy as you found it, ready for the next user. This means:</p> <ul style="list-style-type: none"> • Mop/clean up any spills as they occur • Bag and remove all rubbish & recycling • Vacuum the floors • Clean kitchen surfaces and wipe tables • Wash all glasses, plates and cutlery (2 dishwashers) • Put tables and chairs back in their original positions • Report any breakages, damage and faults
<p>Can I use my own caterers, DJ, entertainers etc.?</p>	<p>Yes of course, provided they each carry public liability insurance of at least £1m (we will need to see a copy) and you tell us who you are using on the booking form.</p> <p>We may be able to help by providing contact details for suppliers we know.</p>
<p>What are my options for serving alcohol?</p>	<p>Pay a corkage fee, bring, and serve your own alcohol, use our glasses if you wish (just wash & pay for any breakages). BUT you may <u>not</u> charge your guests. If you want to run a cash bar, first get our agreement then apply in good time for a TEN (temporary event notice), from Wokingham Council.</p>
<p>What disabled facilities does the hall have?</p>	<p>There is a ramp at the back door suitable for wheelchairs. Once inside, all floors are level. There is currently no disabled toilet.</p>
<p>Can I decorate the hall?</p>	<p>Yes, but you must use the low tack tape we supply (nothing else) and return the rest of the roll. Do not use blue tac, white tac, cello tape, pins, or anything else. You must not attach anything to lights or to pictures. Leave yourself enough time to take down all decorations and tidy up.</p>
<p>Is there a garden?</p>	<p>Yes, there is a garden, which you are welcome to use. The garden is well fenced but is not child-proof. We strongly suggest an adult supervises the garden when children are there.</p>
<p>Can I have a bouncy castle?</p>	<p>Yes, the smallest ones fit inside, and larger ones outside in the garden. You are responsible for safety, insurance etc. so use a good supplier.</p>
<p>Can we use a BBQ?</p>	<p>You can bring a BBQ or use ours (charcoal), but please position it only on the gravel area, well away from our LPG tank.</p>
<p>Can I use Wi-Fi in the hall?</p>	<p>Yes. We have a fast fibre connection and it's included in your hire.</p>
<p>Is there an amplifier and speakers?</p>	<p>Yes, we have a Denon receiver and two speakers, 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 cable ending in a USB connection or a headphone socket. To be safe, bring a USB cable suitable for your device.</p>

What can I connect to the projector and surround sound system in the Bishop room?	<p>We have a Blu-ray player (BD, DVD, CD) connected to an HD projector and speakers.</p> <p>You can connect anything with an HDMI cable to the projector. Check with us if you need to test out anything critical to your event before your hire.</p>
What parking is there?	We have our own off-road car park that will accommodate about 30 cars.
Is there public transport?	For all practical purposes, no.
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. Please be prompt.</p> <p>We use a checklist to ensure the hall is in a good state at the start and end of the hire period and if we find any issues you will have an opportunity to correct them.</p>
Can I leave the hall during the hire?	As you are responsible for the hall during your hire period, you must always have a responsible adult there.
When will my deposit be returned?	Assuming there is no damage or broken hire conditions, we will refund you within a week or so of getting your bank details.
Is setting up / cleaning up time included in the hire?	<p>You need to book enough time, in total, to allow yourself 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>
Do you hire for teenager parties?	<p>Occasionally, for local hirers we know.</p> <p>We would talk to you about security arrangements, parental supervision, alcohol, a larger deposit, noise and closing time. Assuming we can reach agreement then you can hire the hall (the hirer must be over 18).</p>
What if something goes wrong (faulty) in the hall during the hire?	<p>Call the number on your hire agreement (also on the checklist we use for opening/closing) 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 or you could use the WiFi.</p>
When can I visit to see the hall and its facilities?	<p>Any Friday evening from 7:15pm to 9pm. Let us know you're coming or just drop by and have a drink, as the bar will be open for our weekly social.</p> <p>The postcode should take you to just outside the hall: RG7 1TR.</p>