

Funeral Receptions at the Princes Hall - Information for Hirers

General Information

- Rooms are hired out for a 3 hour duration. This period can be extended upon request.
- We can provide background music via our PA system in the Princes Suite and provide a CD player for use in the Tichbourne Suite and Foyer Bar.
- There is a member of the Princes Hall's staff on duty at all times.

Catering and Bars

- You are **not** permitted to bring in your own food or drink. All catering must be provided by the Princes Hall's in house caterers, H H Clark Caterers Ltd. They can be contacted on 01252 514217, email info@clarkcaterers.co.uk or see www.clarkcaterers.co.uk
- We are able to provide a bar service if required. There are bars in the Princes and Tichbourne Suites. The Foyer Bar is also available for funeral receptions.
- We can supply rectangular tables, (4ft and 6ft in length), but do not have round tables. These can be hired in at an extra cost.

Parking

- If available, you will be given permits to park 3 cars in the staff car park. It may be possible to increase this number depending upon what other events are taking place.
- Guests can park in the nearby Warburg car park. Charges apply at the weekends and during the evenings.

Payment

- The room hire charge is payable one week before the date of the funeral reception. If full payment is not received by the agreed date, then the function will be cancelled.
- Payments can be made in person at the Box Office, by credit or debit card over the phone by calling 01252 329155, or by cheque. Cheques should be made payable to Rushmoor Borough Council and sent to Princes Hall, Princes Way, Aldershot, Hampshire GU11 1NX.