

Meetings at the Princes Hall - Information for Hirers

General Information

- The Princes Suite is suitable for up to 100 people and is on the ground floor.
- The Tichbourne Suite can accommodate up to 50 people and is on the ground floor.
- The Foyer Bar, on the 1st floor of the building, is suitable for up to 30 people.
- The Main Hall, on the 1st floor of the venue, can accommodate up to 595 people.
- The Edinburgh Suite, on the 2nd floor of the building, is suitable for up to 30 people.
- There is a lift service to the 2nd floor.
- Suggested room layouts can be found at www.princeshall.com/venuehire.htm
- Rooms are hired out for a minimum period of 3 hours.
- Rooms are available to hire from 7am until 1am. Extensions to these times are by negotiation.
- On the day, extensions to the room hire times may not always be possible but we will try to accommodate all requests wherever possible.
- At the end of your meeting, please take with you anything you wish to keep. We are responsible for cleaning the room and putting away the tables and chairs.
- There is a member of the Princes Hall's staff on duty at all times.

Catering

- 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 can supply rectangular tables, (4ft and 6ft in length), but do not have any round tables. These can be hired in at an extra cost.

Equipment

- We have a wide range of equipment available for hire including: -

TV / Video / DVD

LCD Projector and screen

Laptop

PA System

Flipchart

Easel and stand

Lectern

OHP

Slide Projector

- We have a portable hearing loop system, which can be used in all the Suites.

Miscellaneous

- It is possible to drive down the side of the Princes Hall and unload through the double doors into the Princes Suite.
- There is a door from the staff car park leading into the Tichbourne Suite. Hirers are able to unload through this door.
- There is a stage lift and a goods lift that can be used to unload equipment on the stage and into the Main Hall.

Parking

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

Payment

- There are 2 room hire rates, a commercial rate and a charity rate. On occasions, the room hire rate for the Suites may be negotiable. Prices for the Main Hall are by negotiation.
- A £300.00 deposit is required for all Main Hall events.
- Hirers are invoiced at the end of the month.
- 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.