

# Parties at the Princes Hall - Information for Hirers

## General Information

- The Princes Suite is licensed for up to 100 people. The Tichbourne Suite is licensed for up to 50 people. The two rooms have interconnecting doors that allow access between the Suites. Used together, the maximum capacity is 150 guests.
- Rooms are hired out from 6pm – 12.30am. On occasions, it may be possible to gain access to the rooms earlier than 6pm, dependent upon what else is happening in the building on that day.
- There is an additional charge for Door Security for all 16<sup>th</sup> – 21<sup>st</sup> birthday parties and young people's events. We use Tango Security Ltd, a company based in Aldershot and employ two Door Supervisors, which are rechargeable to you. It is the hirer's responsibility to provide a guest list for the Door Supervisors.
- At all other parties, a Steward will be based in the foyer area. They will welcome guests and be on hand during the evening should you require any assistance.
- There is a member of the Princes Hall's staff on duty at all times.
- You are permitted to decorate the rooms with banners, streamers and balloons. Please use bluetack and sellotape but not pins. There are hooks in the ceiling that can be used to hang balloons and streamers.
- At the end of the night please take with you anything you wish to keep and leave the room tidy. We are responsible for cleaning the room and putting away the tables and chairs.

## 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](mailto:info@clarkcaterers.co.uk) or see [www.clarkcaterers.co.uk](http://www.clarkcaterers.co.uk)
- The bar closes at 11.30pm. It is possible to have a bar extension but this is at the discretion of the Princes Hall management and must be arranged before the day of the function.
- If guests look under 21 years of age, they will be asked for ID before being served at the bar.
- We are happy for you to bring in your own birthday cake.
- If you decide not to have catering, all tablecloth's must be supplied by the Hirer.
- 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.

## **DJ's / Entertainment**

- You are welcome to bring in your own disco / live band / entertainment. We will need to see a copy of their public liability insurance and PAT TEST certificates before the day.
- It is possible to drive down the side of the Princes Hall and unload through the double doors into the Princes Suite. DJ's / entertainers are able to keep vans parked in this location for the evening.
- If your function is on an evening when there is a show taking place upstairs, you will have to keep your disco to a reasonable noise level until the show has finished.
- Smoke and bubble machines are not permitted.
- It is recommended that disco's / live music / entertainment finish half an hour before the room has to be cleared, allowing enough time to pack away equipment.

## **Parking**

- On the night, 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.
- 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 month before the date of the party. 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.