

## Private hire FAQs

### Spaces and capacity

#### **Which spaces can we hire for our event?**

The Pavilion, the lawns and the gardens are available to hire for private events. See our Private hire price list for more details.

#### **How big is the Pavilion?**

The main pavilion floor space measures approximately 12m x 8m. The stage is 5m x 2m and is raised 30cms.

#### **How many people can the Pavilion hold?**

The Pavilion has room for 120 people or 75 seated.

#### **Can I decorate the Pavilion?**

Yes, we are happy for you to decorate the space. There are conveniently located hooks installed around the pavilion to hang bunting, balloons etc. We request that no blue-tac, pins or tape are used to hang decorations and, for conservations reasons, that no glitter is used inside or out. You should take into account the time needed to decorate the venue when you are pricing venue hire. See our private hire price list for details.

#### **Is it possible to put a marquee on the lawn?**

Yes, you are welcome to organise a marquee or tepee on the lower lawn. We have a regular marquee supplier that we can put you in touch with. We ask that a marquee suppliers unfamiliar with the venue undertake a site visit prior to the event. There is a pitch fee for marquees which covers the cost of grass repair. See our Private hire price list for details.

#### **What is the maximum number of people I could accommodate in a marquee?**

There is space on the lower lawn for a marquee that accommodates up to 200 people.

#### **Can we have a barbecue/fire?**

Barbecues are fine as long they are in a proper barbecue device and are supervised by a responsible adult. Firepits are allowed if they are provided by reputable suppliers and used according to instructions and guidelines.

### Times and access

#### **What time is the venue available for hire?**

Our standard times for a day's hire are 9am to 4pm. For a half day hire they are 9am-1pm and 1-5pm. Evening hire times are 7-11pm. If these times don't meet your needs just let us know and we will be happy to discuss your specific requirements.

#### **What time can our event go on until?**

Our licence runs until 11.30pm. We have to close the venue punctually and build in clearing-up time, so we ask that music is switched off at 11pm and all guests depart at by 11.20pm. Last orders at the bar are 10.50pm.

**Is there disabled access?**

Wheelchair access is in place for the Pavilion and the lawns. We have one disabled access toilet.

**How do caterers, marquee suppliers etc access the venue?**

Suppliers can access the venue within the timeframe of your booking. If you are having a marquee then it will generally need to be erected the day before. We will always try to accommodate drop off and collection of equipment outside your timeframe but can't guarantee the site will be open or staff available.

**When can I decorate the Pavilion?**

You can decorate the Pavilion at any point with the timeframe of your booking. If you need additional time to decorate you should budget for additional hours or choose a longer timeframe. We have welcomed many clients who wish to customise the space and can advise you on the time it takes to decorate.

### Services and facilities

**You can bring your own...**

Alcohol: We are happy for you to bring your own wine/fizz for arrival drinks and toasts. Corkage charges per 75cl bottle apply. All other alcohol is supplied by us and served from the bar. We also supply bottles of table wine for sit down events.

Furniture: you can hire in tables and chairs.

Candles: are allowed to bring candles but they must be in a suitable holder.

Bouncy castle/inflatable: but please ensure that the supplier has the correct insurance and is a member of the British Inflatable Hirers Association.

**Do you provide an event management services?**

We don't provide event management services but we are happy to advise you on all aspects of using the venue.

**Do you provide catering services?**

We don't supply catering services but are happy for you to bring your own.

**Can you recommend suppliers to us?**

We have a recommended suppliers list for catering, marquee and other structures hire, food carts, furniture, decorators etc. We have worked with these people before. However we do not guarantee the quality of the service they provide.

**Is there a kitchen we can use?**

Yes, we have a small but well-equipped kitchen that you or your caterers can use. For your use there is: a 20l tea urn, a 6 burner natural gas catering oven, a microwave, 2 heated soup warmers, a dishwasher, two under counter fridges, a selection of glass water jugs and ice buckets.

**Is there a bar at the venue?**

Yes, we have a well-stocked bar which we will open and staff for you. The bar serves a wide range of wine, beer, spirits and soft drinks and we can also provide tea and coffee.

**Can the venue accommodate music and entertainment?**

Yes, you can have amplified music in the Pavilion and most clients use the stage area for bands and DJs. Amplified music is not permitted in outside areas including the porch and lawns and within marquees.

**Is there a sound system?**

Yes, you can plug in a laptop/ipad/phone/mp3 player using the headphone socket, inside the Pavilion. It is more than adequate for many entertainers including DJs but we find that many bands bring their own equipment. If you bring your own sound system we will need to do a volume level check before use and electrical equipment must have an up-to-date PAT test sticker.

**Is there power outside?**

Yes, there is a 32amp power supply which is sufficient for most marquee requirements. If your caterers want to use outside power please check with us as their requirements may be different. Amplified music is not permitted in outside areas.

**Is there parking onsite?**

Yes, there is are 10 spaces in our parking area for use by clients? The immediate surrounding area is residents parking only but there are pay and display spaces in Blandford Square and on Westgate Road which can be pre booked on parkopedia.

**Is there a taxi rank nearby?**

The nearest taxi rank is a ten-minute walk away towards the city centre. Taxis can be difficult to find or book after 9pm in Newcastle. We advise early booking and can provide you with numbers of firms if you aren't familiar with the city.

**Are there toilets at the venue?**

Yes, there are male and female toilets to either side of the porch area. There is one disabled access toilet.

**Do you provide staff for the bar?**

Yes, we will provide two members of staff who will be available for the duration of your event to serve drinks from the bar.

**Do you provide cleaning services?**

We ask that you leave the hall and kitchen as you find them. This includes washing and drying any crockery and glassware, emptying the fridge and cleaning the microwave, hob and oven. We will clean the bar area and toilets.

**Can I dispose of my rubbish on site?**

Yes, there is a 1000l general refuse bin, a glass recycling bin and a cardboard and plastic recycling bin. We ask that you ensure waste is disposed on in the correct bin. We will deal with bar waste.

**Booking and payment**

**Can I make a provisional booking?**

We cannot hold dates provisionally without a deposit. As soon as we receive your deposit we will add your date to the diary. The deposit is non-refundable.

**How much is the deposit?**

A deposit of £50 is needed to secure your booking. This is redeemed against the cost of your booking.

**Is there a minimum spend for the bar?**

Yes, the minimum bar spend is £250. This is payable in advance so that we can buy in sufficient stock. We also charge corkage. See our Private hire price list for more details.

**When do I need to pay the balance of the hire cost?**

We ask that you pay the balance of your hire fees and your minimum bar spend 14 days before your event. Non-payment may cause you to lose your booking.

**Can we pay with a card?**

Yes, we accept major credit/debit cards, apply pay and google pay.

We look forward to hearing from you and showing you around our lovely venue.

E: [hello@summerhilltrust.org.uk](mailto:hello@summerhilltrust.org.uk)