

## Community Room Booking FAQs

1. The booking form doesn't respond when I click on the times that I want the room

A – If the time you want is already highlighted, someone has already booked the room out.
2. What's the score in terms of catering? Can I bring my own food?

A – If you don't wish to take advantage of our catering, you are welcome to bring your own. However, bear in mind that if you are bringing hot food, there are no facilities to keep it warm or re-heat it.
3. Can I erect a bouncy castle/other inflatables?

A - Due to the height of the ceiling and health and safety regulations, the room is unsuitable for bouncy castles etc. As the park is run by Trafford Council, permission for erecting one on the adjacent park would need to be applied for through them.
4. Can I stick banners/posters on the wall?

A – You may use blue tac on the sliding doors or above the decal on the windows and doors. Please don't stick anything on the walls.
5. Can I book half hour slots?

A – We are sorry, but the booking system does not offer half hour slots, you can only book full hours, on the hour.
6. How late can my event/party go on until?

A- The latest you can book the room until is 10pm. However, your clear up time is built into this, so you would need to have returned the room to the state in which you found it and be out of the building by 10pm.
7. How private is the Community room?

A - There is a certain amount of privacy (patterned film on the windows and voile curtains), but it is a public park so members of the public will be walking past and using the café and playground next door.
8. How many tables and chairs are available?

A - There are 8 round folding tables and 1 rectangular trestle table in the room. There are also 36 chairs in total which are stacked up at the side of the room. You can use as many of these as you like.