

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 -Unfortunately not. Due to the height of the ceiling and health and safety regulations, the room is unsuitable, and the land outside is still a public park space.
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 painted walls to prevent damage to the surface.
5. Can I book half hour slots?
A – Yes, you can book by the half hour but do make sure all your setup and clear away time is included. There could be another booking directly after your event.
6. How late can my event/party go on until?
A- The latest you can book the room until is 5.30pm. 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 5.30pm.
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 5 rectangular trestle tables and 2 circular trestle tables 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.