

HIRING SYDENHAM GARDEN RESOURCE CENTRE: FREQUENTLY ASKED QUESTIONS (To be read in conjunction with the General & Payment Terms & Conditions).

QUESTION	ANSWER
Do you hire the Community Room and Garden for private functions such as birthday parties, wedding receptions, anniversaries etc?	<p>Yes, we are happy to hire out the Resource Centre for private functions such as birthday parties, anniversaries etc. The purpose of your hire will need to be confirmed when completing the booking form.</p> <p>Bouncy castles and other similar play equipment will <u>NOT</u> be allowed to be brought to Sydenham Garden as part of the booking.</p> <p>Alcohol, smoking, vaping and the use of illegal drugs are <u>NOT</u> permitted in any part of the Resource Centre, gardens or nature reserve.</p> <p>If you're looking to hire the Resource Centre for a children's party with a nature / forest school theme facilitated by a recognised company we suggest contacting a local company such as <u>Secret Adventurers Club</u> or <u>Nurturing Wild</u>. The name of any company facilitating the party will need to be confirmed as part of the booking process.</p>
Does hire of the Community Room include use of the gardens / nature reserve?	Yes
How big is the Community Room?	<p>Approx. 5.5 x 7.5m (headroom approx. 2.6m).</p> <p>It can be divided into two approximately 5.5 x 3.25m & 5.5 x 4.25m.</p> <p>You may wish to visit prior to your event to ensure the space is suitable for your proposed booking.</p>
How many tables do you have and how big are they?	<p>We have a total of 9 tables for use in the Community Room.</p> <p>6 measure 1215 x 760mm and 3 are 1520 x 760mm.</p>
Do you have tablecloths we can use?	No. If you need tablecloths you will need to bring your own (see also above question regarding table sizes).
How many chairs do you have?	At least 40.
How much does it cost to hire the Community Room?	The hire fee is based on an hourly rate of £40 per hour charged on a half hourly basis.

Can we play music in the Resource Centre and gardens?	<p>Noise levels must be kept to an acceptable level throughout the hire period and the proximity of our neighbours must always be kept in mind. No amplification of music etc is allowed in the gardens / nature reserve. Acoustic music is fine provided the noise level is kept to an acceptable level. This will need to be agreed in advance with us.</p> <p>Within the Resource Centre the Hirer will only be allowed to bring / use portable equipment [eg soundbar / small speaker] with a maximum sound level of 85dBC. No large speakers, sound systems will be allowed.</p>
Are there external power sockets we can use?	Yes, we have 2 located on the veranda.
Do I need to pick up keys on the day?	No, a member of Sydenham Garden staff will be here to open for you at the agreed arrival time. They will then return at the end of the booking period to lock up.
Do we need to bring our own cleaning equipment / supplies?	No, all our cleaning equipment / supplies will be available for your use.
Is Wi-Fi available in the Community Room?	Yes
When can we hire the Community Room?	<p>The Community Room can typically be hired on:</p> <ul style="list-style-type: none"> • Weekends between 9:00-21:00 (Saturdays & Sundays). • Weekdays between 18:00-21:00 <p>You will need to allow time to set up before your event and clean up before leaving.</p>
Do you have cups, plates, bowls and cutlery we can use?	Yes, your hire includes use of the kitchen including crockery and cutlery. Any breakage must be reported and will be deducted from the deposit.
Do you have a screen or monitor we can use to show slide shows / presentations etc?	Yes. We have a 50" flat screen monitor you are welcome to use. You will need to bring cables (HDMI) to connect your laptop / tablet etc to the monitor
When will the deposit be returned?	Provided there are no deductions to be made for damage, breakages etc we aim to return your deposit in the week following your booking.
What is the room capacity?	<p>The community room can accommodate 30 people.</p> <p>We would suggest a limit on overall numbers of 80-100 (inside & outside). You will need to consider the potential for wet weather and may wish to bring gazebo's etc, bearing in mind the capacity of the community room.</p>

