

**HIRING SYDENHAM GARDEN DE FRENE ROAD SITE: FREQUENTLY ASKED QUESTIONS  
(To be read in conjunction with the General & Payment Terms & Conditions).**

QUESTION	ANSWER
How big is the hub?	Approx. 9.5 x 4.5m (headroom approx. 2.4m).  You may wish to visit prior to your event to ensure the space / equipment is suitable for your proposed booking.
How big is the greenhouse?	Approx. 13.5 x 6.5m (headroom approx. 2.2m).  You may wish to visit prior to your event to ensure the space / equipment is suitable for your proposed booking.
How many tables do you have and how big are they?	We have a total of 4 tables for use in the Community Room. They measure 2000 x 800mm.
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 20.
Do you have children's chairs / furniture?	No. If you need such furniture you will need to bring your own.
Do you have running water on site?	Yes.
Do you have mains electricity on site?	No.
Can we play music in the gardens?	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. Acoustic music is fine provided the noise level is kept to an acceptable level. This will need to be agreed in advance with us.
Do I need to pick up keys on the day?	No, a member of staff will be here to open for you.
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 on site?	No.
We would like to have a BBQ, is this ok?	In principle, yes. You will need to bring your own equipment / fuel / firewood etc. The exact location will be agreed with the member of staff opening for you on the day.

When can we hire the De Frene Road site?	<p>The site can typically be hired at the weekends between 9:00am until 21:00. You will need to allow time to clean up before leaving.</p> <p>NB: No children's activities will be allowed on Sunday mornings before 12:30.</p>
Do you have cups, plates, bowls and cutlery we can use?	Yes, your hire includes use of the outside kitchen area including crockery and cutlery. Any breakage must be reported and will be deducted from the deposit.
Can we bring a children's entertainer etc?	<p>In principle yes, any proposed activity / entertainer will need to be agreed in advance with us.</p> <p>You will be responsible for ensuring any Party Entertainer or other Professional providing any 3<sup>rd</sup> party services have the necessary Professional Indemnity Insurance.</p>
Do you have a projector / screen or monitor we can use to show slide shows / presentations etc?	Yes. We have a small projector and sound bar which can be used to show slides and for presentations.
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 capacity of the greenhouse / hub?	<p>The greenhouse can accommodate around 25 people and the hub 20 people.</p> <p>We would suggest a limit on overall numbers of around 80-100 (inside &amp; 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>