

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

QUESTION	ANSWER
How big is the Community Room?	<p>Approx. 5.5 x 7.5m (headroom approx. 2.6m). The room 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?	We have a total of 9 tables for use in the Community Room. 6 measure 1215 x 760mm and 3 measure 1520 x 760mm.
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 £30 per hour.
Do you have children's chairs / furniture?	No. If you need such furniture you will need to bring your own.
Are there external power sockets we can use?	Yes, we have 2 located on the veranda.
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 use equipment [soundbar / speaker which you can connect to via Bluetooth or jack plug] supplied by Sydenham Garden for amplification, music etc.</p>
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 in the Community Room?	Yes (please note we also have a soundbar available in the Community Room if you wish to stream / play music via your phone, tablet etc).

<p>We would like to have a BBQ or make a campfire or use your incinerator to roast marshmallows is that ok?</p>	<p>Yes, you will need to bring your own equipment / fuel / firewood etc. Any such equipment will need to be located within the walled garden; the exact location will be agreed with the member of staff opening for you on the day.</p>
<p>When can we hire the Community Room?</p>	<p>The Community Room can typically be hired at the weekends between:</p> <p>9:00-21:00 on Saturdays & 9:00-18:00 on Sundays. 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>
<p>Do you have cups, plates, bowls and cutlery we can use?</p>	<p>Yes, your hire includes use of the kitchen including crockery and cutlery. Any breakage must be reported and will be deducted from the deposit.</p>
<p>Can we bring a children's entertainer etc?</p>	<p>In principle yes, any proposed activity / entertainer will need to be agreed in advance with us. Please refer to item above regarding amplification of music etc.</p> <p>You will be responsible for ensuring any Party Entertainer or other Professional providing any 3rd party services have the necessary Professional Indemnity Insurance.</p>
<p>Do you have a screen or monitor we can use to show slide shows / presentations etc?</p>	<p>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</p>
<p>When will the deposit be returned?</p>	<p>Provided there are no deductions to be made for damage, breakages etc we aim to return your deposit in the week following your booking.</p>
<p>What is the room capacity?</p>	<p>The community room can accommodate around 30-40 people.</p> <p>We would suggest a limit on overall numbers of around 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>