

Frequently Asked Questions

How big are the halls?

St Sebastian's Memorial Hall is 11.5m x 7.6m and it is licenced to hold 96 people. The smaller Howard Palmer Room found at the rear of the building is 11m x 6.7m and is licenced to hold 40.

Can I hire St Sebastian's Memorial Hall and the Howard Palmer Room together?

Yes this is possible, subject to availability. There is a 10% discount on the hourly rate for the hire of the second room.

How much does it cost to hire your hall?

The hourly hall hire rates can all be found on our website:

<https://wokinghamwithout-pc.gov.uk/facility-hire>

Is there any outside space I can use?

No, the hall does not have any outside usable space.

Do I need to include my set up and clear up time in my hire time?

Yes you do. We normally recommend half an hour either side of the main hire time for this purpose.

Are there any tables and chairs?

St Sebastian Memorial hall has 57 chairs and 12 tables (6"x2"). The Howard Palmer Room has 49 chairs and 5 round tables (5")

Can alcohol be served?

Guests may bring alcohol for their own consumption. Please note that both halls are not licenced premises for the sale of alcohol. Should you wish to sell alcohol then you will need to obtain a Temporary Events Licence from Wokingham Borough Council for a nominal fee. Further information can be found here <https://publicprotectionpartnership.org.uk/licensing/alcohol-andentertainment/temporary-event-notice/>

Is there a kitchen?

Both halls have a small kitchen area with a small work surface with a fridge, microwave, kettle and water urn.

Is there any crockery or cups/glasses provided?

No, hirers need to bring their own crockery, glasses, cutlery etc. with them on their day of hire.

Can I bring an outside catering company in to do the catering? Do you have anyone you recommend?

You may bring outside caterers in however please note that onsite cooking of food is not permitted. We are not able to endorse any particular catering company.

I want to have a bouncy castle in St Sebastian's Memorial hall, is this possible?

We would not recommend bouncy castles in the hall due to the low suspended beams and ceiling lights. We do not allow smoke or snow machines.

Can I decorate the hall for my party?

Yes provided that any decorations are not attached with anything that can damage the walls such as sticky tape and pins or 'Blu Tack' which can leave residue. Decorations must be taken down at the end of hire.

Is there a carpark?

Yes there are 25 parking spaces. Please note that parking is at your own risk.

Do you have a projector screen and projector?

A projector screen is available in both halls for your careful use, however we do not provide a projector.

Is there WIFI at the hall?

Yes

What are the maximum noise levels?

Noise levels should be kept to a minimum respecting our close neighbours.

Do I need a key to access the hall on my day of hire or will someone let me in?

Access to the hall is via a key code. The code/codes will be emailed to you before your hire.

Do I need to clean at the end of my hire?

Please sweep up, removing any debris and clean up any spillages you have made. Chairs and tables need to be returned to their storage areas. Before you leave please ensure toilets are flushed, windows are closed and lights switched off before closing the door securely behind you when exiting.

Where do I dispose of my rubbish at the end of my hire?

All rubbish must be taken home with you.

What is the latest time I can hire the hall until?

The hall must be vacated by midnight.

How do I make a booking?

Please email hall.bookings@wokinghamwithout-pc.gov.uk to check availability. Once availability has been confirmed a booking form will be sent to you to complete