

Redwick Village Hall Hire – Frequently Asked Questions

Introduction

This document details the current Hall FAQs.

What is the maximum number that the hall can accommodate?

150 seated and 200 standing.

What is included in the hire charge?

All hires include the main hall, reception hall, kitchen, hall grounds and car park. We do make a small charge of £25 to cover the costs of the kitchen where this facility is used by a catering company.

I'm having a large event what can you offer in terms of car parking?

For larger events we recommend that you hire the field opposite the hall which can be arranged by the Booking Clerk at info@redwickhall.org.uk The cost for this is £50.00.

Is it possible to access the Hall before and/or after my period of hire to setup the room?

To make the Hall's hire charges affordable to all setup and takedown time has been removed from the rate card. This approach means that the hire costs are transparent and those hirers that do not need setup and/or takedown time are not financially penalised.

Where the hall is vacant in advance of your booking then access can be booked at a reduced rate. The first 30 minutes before a booking are complimentary with each additional hour carrying a charge of 50% of the current hourly hire rate. If you need time after your booking the same charge applies.

Can I clean the hall myself and avoid the cleaning charge?

The Committee prides itself on the cleanliness of the hall and experiences of the past show that not all hirers have the same standards. It is for this reason that the hall has a mandatory cleaning charge.

Can I view the hall before committing to a hire?

Yes, subject to agreement with the Booking Clerk who can be contacted at info@redwickhall.org.uk

Can you recommend a caterer?

Yes, please check the Service Providers section towards the bottom of the page at <https://www.redwickhall.org.uk/weddings> for details of caterers, room decorators and local accommodation.

Can you recommend someone who can decorate the hall for me?

Yes, please check the Service Providers section towards the bottom of the page at <https://www.redwickhall.org.uk/weddings> for details of caterers, room decorators and local accommodation.

Do you have a list of local accommodation?

Yes, please check the Service Providers section towards the bottom of the page at <https://www.redwickhall.org.uk/weddings> for details of caterers, room decorators and local accommodation.

Can I provide my own bar?

The hall bar is run exclusively by the Committee as a condition of its Sale of Alcohol Licence.

Do you hire glasses for events where an element of Bring Your Own alcohol is permitted?

Glasses can be hired but only in conjunction with the hire of the bar.

What is the bar hire charge?

£50 for a typical birthday party of up to 4 hours and £100 for 4-6 hours. Weddings carry a charge of £150 for up to 9 hours.

What forms of payment do you take at the bar?

Cash is preferred as this saves the Charity the 1.1% processing fee that the card machine company charges, however we do take card payments as we realise that a large percentage of people carry little or no cash.

What drinks are available from the bar?

Please see Optional Hall Services section at <https://www.redwickhall.org.uk/conditions> for a link to the current bar tariff for a list of drinks and charges.

What is your stocking policy for draught beer, lager and cider?

There are typically 4 draught beverages available, an IPA, two lagers and a cider. There is usually enough stock to cater for a typical event however if you believe that you will need a large volume of draft beverages, or you have a particular question please get in touch with the bar team at bar@redwickhall.org.uk.

Can I have a bouncy castle for my child's birthday party?

Yes, but you must ensure that you comply with the 4 bullets below:

1. Access and use of the inflatable is controlled by an authorised adult at all times.
2. When used outside the building, it is securely anchored to the ground at each anchor point.
3. Each anchor point is signed or otherwise marked to be made easily visible and wrapped to prevent injury.
4. Soft matting is used to cover hard surfaces adjacent to the front or any open sides with a risk of injury from falling from the inflatable.

Is it possible to have a 'real' or cask ale served during my event?

Real and cask ales have very specific storage and setup procedures as well as a very short shelf life.

The casks need to be stored to finish on site for around 2 days, must be placed on a stillage and venting system at least 48 hours before serving and most importantly stored in a cellar at 12-14 degrees centigrade. As the Hall does not have a cellar and the other necessary infrastructure, we are unable to offer real or cask ales.

Is it possible to access the Hall before and/or after my period of hire to setup the room?

To make the Hall's hire charges affordable to all setup and takedown time has been removed from the rate card. This approach means that the hire costs are transparent and those hirers that do not need setup and/or takedown time are not financially penalised.

Should you need setup or takedown time this can be included in the hire at a rate of £8.75/hour (50% of the standard hire cost). Please arrange via the Booking Clerk.

Can you help with Public Transport?

There are several Taxi companies that serve Redwick and the surrounding area and these can be found via Google.

There is no regular bus service to the village however it is possible to book travel to/from Newport via the city's Demand Responsive Travel via <https://www.newportbus.co.uk/drt-demand-responsive-transport>. You can also book over the phone via **01633 211 202** or **01633 670 563**. Please note that travel needs to be booked by no later than 4pm the day before.

Can I store equipment and other bits and pieces at the hall before my hire? What else needs to be considered?

The Hall has a comprehensive insurance policy that covers lose, damage and injury for its assets only.

The storage of hirers or their service providers (DJs, lighting, etc.) equipment, etc. before the period of hire is not permitted. It is important for hirers to ensure that their service providers have suitable insurance to cover lose, damage, injury etc. for the period of the hire as the Hall's insurance will not provide cover. Electrical equipment also needs to have a current PAT (portable appliances testing) test certificate/label.