

VICTORIA HALL

S A L T A I R E

Venue Hire - Key Practical Information

This helpful little guide lets you know about the key things to be aware of to make sure your event runs smoothly. Please also have a read through the full Terms & Conditions of Hire to make sure you're aware of your full responsibilities. If you have any questions, just ask!

Hire times

- Your hire time needs to include the time that you or your hired services need access to the room, and the time you need to clear the room (including decorations to be boxed up, chair covers to be removed, equipment / decorations removed from site, etc.)
- If you're booking a wedding package, we can box-up your decorations and store them for you (subject to quantity and space available) for collection the following week - just let us know in advance.
- Hire times are normally available between 08:00 – 00:00hrs.

Drop off/collection of items and equipment

- We have a loading bay off Lockwood Street with direct access to the lower ground floor with a passenger lift to the ground and first floors. This is also an accessible entrance. As this area is for loading only, parking is not permitted. Please load/unload as quickly as you can and allow adequate space around your car / van for wheelchair users to access the entrance.
- Let us know if you need to drop-off or collect items outside of your booking times. Although we've limited storage, we can usually accept a couple of boxes the week prior to an event for collection the week after. You'll need adequate insurance for any items you leave with us, as Victoria Hall can't be held liable for any loss or damage of items stored with us.

Alcohol

- All alcohol must be supplied by our in-house venue bar service.
- Discounted drinks packages are available with certain booking packages - please ask for details.
- A minimum spend arrangement applies for all bookings using the bar, to cover the cost of staffing and stock. This is calculated based on how many guests you are bringing in (and therefore how many staff will be needed), the rooms in use, and the times of service. We're happy to discuss this in more detail, and the vast majority of events don't incur an additional cost.

Bunting & Decorations

- We've bunting hooks in the Main Hall, Evans, York and Glen Rooms. Our Front of House team can hang your bunting for you (as this requires working at height) but you'll need to allow for additional time and staffing costs (included within wedding packages). Other decorations are fine as long as they're hung safely and at a level which doesn't require working at height. Talk to us about your ideas for decoration and we can advise.
- Helium balloons aren't permitted in the building.
- Smoke machines are only permitted in certain rooms due to our fire protection equipment – please ask for details if you would like to bring one in.

- Victoria Hall is a beautiful, Grade 2* listed building and we have restrictions on the use of blu tac (or similar) and sticky tape. You can use blu tac on gloss painted surfaces or glass, but please make sure this is fully removed after or we may need to apply repair / removal costs.

Candles

- You can have candles in the centre of our large circular tables only and so long as the candle and flame are fully protected, e.g. lanterns. Top heavy candelabras and exposed flames are not permitted in the building.

Hired Caterers

- You're welcome to bring in your own caterers for your event. Before confirming with your caterer, please check with us to make sure that they are on our permitted caterers list. We can also provide a list of our recommended suppliers for you.
- Due to our small kitchenette, cooking from scratch isn't permitted on the premises and all caterers must provide their own equipment to reheat food; we've seen many wonderful meals provided at Victoria Hall on this basis. It's your responsibility to make sure your caterers are aware of our catering policy, which we'll email to you on confirmation of your booking. You can also find a copy online at www.victoriahallsaltaire.co.uk
- All caterers must return a copy of the signed catering policy to us as soon as possible, and no later than 2 weeks prior to your event so we can check planned activities.
- Caterers must remove all catering waste from the venue (e.g., trays of unserved food) as well as bottles, cans and cardboard. We're happy to arrange excess waste disposal for you with our refuse collection company – let us know your requirements and we'll confirm the additional waste disposal charges.

The Pantry Kitchenette

- Our Pantry Kitchenette (hireable alongside the Main Hall only) includes dual sinks, a hand wash sink, hot water urn and surface space. There is a domestic dishwasher, fridge and microwave for staff use which you and your caterers are welcome to use but must be returned as found.
- The Pantry Kitchenette is to be cleared of all waste and surplus food at the end of your booking. Surfaces and floors are to be left clean and drains and dishwasher unblocked. Bin bags need to be taken to the bin store at the Lockwood Street entrance and placed inside one of the black bins. If crockery or cutlery has been hired from us, this is to be returned clean and dry. Any damage or additional cleaning required will be chargeable.

Table Linen

- Many of our packages include white table cloths for your event. If you're planning to serve foods which contain turmeric, saffron or similarly colourful spices, we recommend removing the table linen from your package (we'll deduct the relevant cost) as these spices can often permanently stain the cloths. Any replacement fee for table cloths due to stains / damage would be passed onto you.

Photocopying

- We can provide photocopying at 10p per A4 B/W copy during normal office hours (9am - 5pm). Let us know in advance if you can or if you need large photocopy runs, otherwise we'll make the copies as soon as we can.

Public Liability Insurance

- You'll need your own Public Liability insurance. Though we have insurance to cover use of the venue itself, our insurance does not cover your event or activities held here.

Music Licence

- A music licence (PRS and/or PPL) is required for all public events (i.e. events which are not by invite only) where music is played live or pre-recorded. We can apply for the PRS licence for you, please ask for details or let us know if you will arrange your own licence. If you need a PPL licence

you will need to arrange this with PPL directly, due to their regulations. You can find more details about PRS here: <http://www.prsformusic.com/> and about PPL here: <http://www.ppluk.com/>

The York Room Sound Limiter

- The York Room has a sound limiter to monitor sound levels given how close it is to the bedrooms of nearby residential houses. We've had many fantastic parties and events with recorded and live music in the room, but please advise your band or DJ to be aware of volume levels; the limiter cuts in at around 97dB.

Fire Exit doors

- When planning your layout, please note all fire exits need to be kept clear for your own safety and the safety of others in the building.

Main Hall balcony

- The Main Hall balcony has a maximum capacity of 60 people. Let us know if you'd like access to the balcony for your event (Main Hall events only). For safety reasons, access to the balcony isn't permitted and the door will be locked for events which serve alcohol (apart from event photographers). Where there are children at events we normally lock the balcony unless you request access to it, but all children must be under close adult supervision at all times.

Main Hall AV system

- This system includes the use of our Main Hall stage lights and sound system, consisting of four wall speakers, all controlled via the control station on the Main Hall balcony. The sound system is perfect for playing background music through CDs and MP3 players. However, it is not suitable for DJs or bands, who will need to provide their own, PAT tested equipment.

WiFi provision

- WiFi is available throughout the venue (limited reception in the York Room) and subject to our terms and conditions of use. Its speed varies between 50-100MB per second. This is an unsupported service. Please ask us for the password on arrival.

Additional Information - Weddings & Large Functions

Maximum number of guests

- The maximum number of guests we can seat for a meal on the ground floor for a wedding or large function is 180. The maximum we can seat for a meal on the first floor is 100. Unfortunately, we can't accommodate multiple sittings. Please ask for the number of evening reception guests (non-seated) we can accommodate for each particular room.

Catering for the York or Glen Room

- To provide catering for the York or Glen Rooms, we recommend that the Dale Room is booked for your caterers. If you're catering in the same room, you'll need enough space to accommodate their needs.

Turnarounds

- For wedding packages, we can reset your room to a secondary layout if required; for example, from a full dining room set up to removing some tables to create a dance floor. In order to do this safely, we recommend moving your guests to a second room whilst furniture is being moved. If this is not possible, we ask that one of your party (e.g., usher) walks in front of our staff moving the furniture to ask guests to keep the route clear. For any turnarounds, your caterer and coordinator will need to remove all the tableware/decorations prior to furniture being moved.