

Frequently Asked Questions

Sacred Heart Parish Centenary Hall, Essendene Road, Caterham CR3 5PB

What is the maximum capacity of the Centenary Hall?

120 people (adults and children) – this is for the hall and the bar combined.

How big is the Hall?

Approximately 9m x 18m

How much does it cost to hire the hall?

Please see hire rates at the end. Your hire rate includes the bar and bar staff and cleaning unless indicated otherwise. At the end of your hire the table and chairs must be put back and the floors swept, effectively, you should leave the hall as you found it and so the cleaners can come in to mop floors, clean toilets etc.

Can I visit the hall to have a look around?

The hall and bar are open on Friday evenings from 7.30pm and Sunday lunchtimes (12-2pm) and you can arrange to have a look around at these times with the bar manager, Karen Rattigan 07775 996012. If these times are not possible a visit can be arranged with the parish priest, Fr Kieran Gardiner on 01883 343241.

How many tables and chairs are there?

Round tables – 5.5' diameter x 12 (seat 10 comfortably for a meal possibly more)

Rectangular tables – approx 16 (some are sometime used elsewhere in the church)

Chairs – in excess of 120

These are all stored behind the roller shutters in the entrance foyer, opposite the main hall door.

Do you have table cloths we can use/hire?

No, we find it is cheaper and easier to hire them. Partridge Laundry (0208 653 6066) have been used in the past and have very good rates – e.g. in 2012 they deliver and collected 12 x 92" square table cloths (fit the round tables) to the Caterham area for approx £36.

Can I hire the Hall and the Bar area separately?

Yes, you can hire the hall without the bar or vice versa. We do not recommend any more than 40 people if you hire the bar area alone. Please note, whether you hire the bar or not, you may NOT bring your own alcohol into the hall without prior arrangement with the bar manager.

Can I use the kitchen?

Yes, you can use the kitchen and the kitchen equipment which includes a chiller (not officially a fridge as it is at approx 8 degrees), oven and 6 hobs, heated cupboard (keeps food warm), industrial dishwasher and built-in hot water urn. There are in excess of 120 of each dinner plate, soup bowl, side plate, knife, fork, spoon, cups and saucers and about 80 teaspoons. YOU MUST LEAVE THE KITCHEN CLEAN AND TIDY OR YOUR DEPOSIT REFUND WILL BE REDUCED.

Can I hire a bouncy castle for the hall?

It is your responsibility for all activity in the hall during your hire period. Most bouncy castle companies will be covered by insurance but please ensure they are when booking. You are solely responsible for any injury or damaged caused by the use of any equipment.

Can I hire a DJ or band?

Yes of course, but all music must stop at 11pm prompt or your deposit could be retained. Noise levels must be kept to reasonable limits and reduced if asked to by a neighbour, the bar staff or the Parish Priest.

What do I do with my rubbish?

Please remove all decorations and rubbish and take it away with you on the day of the function. You may not leave it until the next day as the cleaners come in very early and need access. Also the hall is often used early in the morning by church groups. Under no circumstance can you leave rubbish outside the hall as foxes will tear the bags and £25 will be deducted from your deposit to have it cleared and disposed of.

Where are the brooms and dustpans etc?

The cleaning cupboard is in the entrance hall, next to the gents toilets. The key that lets you into the front door will also open these cupboards.

Can we open the sliding doors leading out to the car park?

Yes, the smallest key on the bunch opens the top and bottom lock on the 2 sliding doors. Please use these doors rather than the fire exit door as this should be kept closed

Can we bring our own alcoholic drinks?

Not without prior arrangement and corkage agreed with the bar manager. It is a licensed premises, so please contact our bar manager, Karen Rattigan on 07775 996012 regarding your bar needs.

Can I come early to set up?

Your hire period should include set up and clearing away time, so the time you have hired the hall for is the time you are allowed access to the hall. Extra time can be arranged at an extra cost if you feel it is necessary.

How do I get the keys to the hall?

Please call the booking secretary the week before your function to discuss collecting the keys. It is your responsibility to get in touch, so please do this a few days or a week before to guarantee you get hold of them.

Is there Parking available?

Yes there are 19 parking spaces available in the car park attached to the hall, but please remember that these will be used by parishioners during mass times. They are available for your function on a first come first served basis.

Are there any restrictions to what functions can be held in the hall?

Under the Parish Administration Manual from our Governing Diocese, *'The Premises are to be let out on the basis that they will not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times the Catholic nature of the Premises must be respected.'*

Ok, so how do I make a booking?

It is advised that you call the booking line on 07724 613407 or email thecenthall@gmail.com (preferable) to confirm availability, once this is done the booking form should be downloaded from the website (TBA), completed and returned to the address on the form along with the deposit. Once this is accepted by the bookings secretary, your booking is confirmed.

Hire rate for Centenary Hall, Caterham:

TYPE OF FUNCTION	DEPOSIT	HIRE CHARGE
CLUBS/CHARITIES (Afternoon/ evening - min 5 hour block)	£50	£100 (extra hours @£20)
PARTIES,DANCES ETC (6pm TO 12 MIDNIGHT)	£100	£200 (including bar staff)
AFTERNOON PARTIES ETC (12PM TO 5PM - min 5 hour block)	£50	£150 (extra hours @£20)
WEDDING RECEPTIONS (ALL DAY & UP TO 12 MIDNIGHT)	£100*	£500
FUNERAL WAKES (where the Sacred Heart church priest is the presiding minister)	NIL	NO CHARGE for Hall Hire. Bar Staff charged at £8/hour per staff member.
OTHER FUNERAL WAKES (non-registered parishioners) Min 5 hour block	£50	£100 – (5 hour block) (extra hours @£20) + Bar staff costs as above
CHILDREN'S PARTIES (3 HRS Inc. Set up and clean up) Only bookable 6 weeks ahead	£50	£100 (bar not included but is available at extra cost as above)

PLEASE NOTE:-

- 1) All deposits are paid at the time of booking and are refundable after the event, subject to the conditions of hire.
- 2) Hire rate includes the bar and cleaning unless indicated otherwise. Bar Staff charged at £8 per hour per staff member or Minimum spend (see Bar Manager).
- 3) In respect of all weddings and evening functions the music must cease and the bar must close at 11pm. Thereafter hirers must vacate the premises by 12 midnight.
- 4) In respect of afternoon functions the music must cease and the bar must close on or before 6pm. Hirers must vacate the premises on or before 7pm.
- 6) The full hire charge (not less the deposit) must be paid at least 2 weeks prior to the date of the event (3 months before for a Wedding).
- 7) A Clean Down service is available for £100 for after evening events and weddings.

*A Set Up service is available for weddings the night before for the sum of £100 subject to availability.

