

# Upper Hall Private Events Hire



**ATKINSONS**  
COFFEE ROASTERS

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Certified  
  
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Corporation

# Private Events Room Hire

Whether it's a small gathering or a larger party, the Upper Hall provides a stunning backdrop for a range of occasions.

From private classes to family parties we can accommodate a range of events from hour long bookings to full day events. With its unique 1930's character, this space provides a truly alternative experience for your event, blending historic charm with modern day facilities.





## Maximum Capacity

120 People Standing

72 People Seated

135sqm (9m x 15m)

## Price

**Per Hour : £30**

**Half Day : £150**

**Full Day : £300**

**Evening : £380**

## Facilities

- PA System with Mic
- Turn Table
- Wifi
- 12 Trestle Tables, 72 chairs, 5 Poseur tables.
- Accessible toilet and disabled access
- Staffed bar with a selection of local, craft beers, wines.

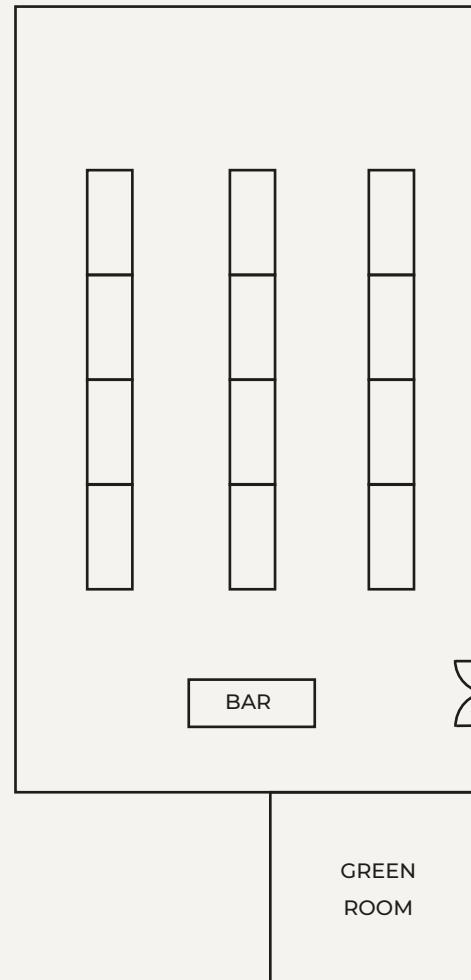
# Floor Plan

We can accommodate up to 72 guests seated, with 12 trestle tables measuring 86cm x 2m. You can also make use of our green room to prepare for your event, measuring 445cm x 360cm

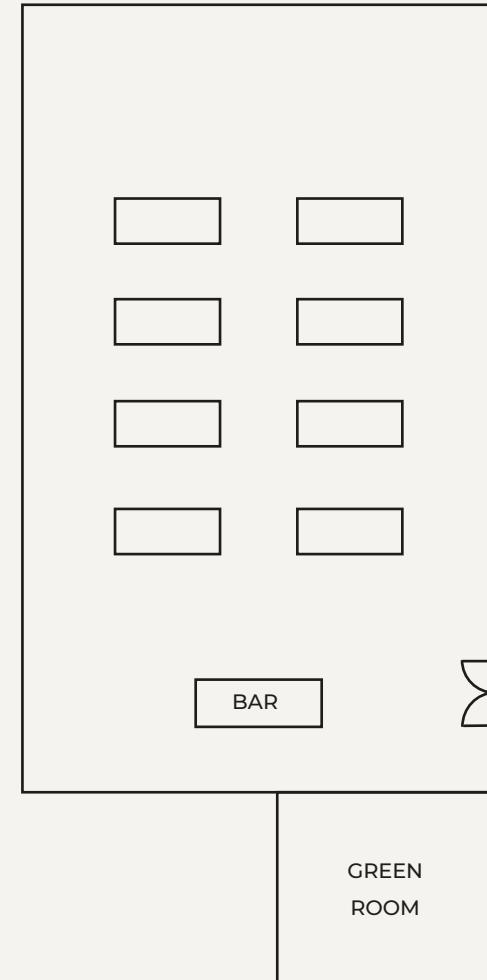
Let us help you get the ball rolling for your event by filling out our **Events Form**. Please let us know about seating plans, a time-line for your event and any decoration, PA or lighting arrangements and we'll get back to you as soon as possible.

**Events Form**

72 Guests



48 Guests



# Terms & Conditions

Applications for the hire of the venue should be made using the Booking Form.

Access, drop offs and collections can be made to the private parking area at the back of the hall only with prior agreement.

Parking may be available for a maximum of 4 vehicles at weekends. Weekdays from 5.30pm to 11.30pm on the event day, if agreed in writing before the event. Please give vehicle registration details. Vehicles must not be left after the event.

Disabled access is available, but please notify us before the event if required.

## Capacity

Upper Hall, 120 standing 72 seated. Lower Hall, 70 standing 40 seated.

Decorations cannot be attached to walls, doors, ceiling or anything else.

Candles are not permitted, unless by agreement with the venue manager.

Furniture can only be moved by our staff, if there is a requirement for this please make a request in writing before the event.

An area to hang coats can be made available, but please request if required. We do not take responsibility for any loss or damage to items.

## Drinks

We can supply a staffed bar with a selection of local craft beers and wines.

No drinks can be brought onto the premises.

## Music

If you decide to have live music or a DJ, performers will need to bring their own kit. For background music, you can bring a playlist on your own device (ipod, laptop, phone etc).

Please note that musicians are required to email a copy of both their Product Liability, and also their Public Liability Insurance Certificate/schedule.

## (Terms & Conditions continued)

Noise should be kept within reasonable levels (pub levels rather than club levels) and must not go above 85db which will be recorded by the event manager, any concern will be conveyed to the responsible client.

Music must be off by 11pm.

Guests and musicians should be off the premises by 11.30pm midnight latest.

Any electrical equipment brought onto the premises must be fit for purpose and have a current PAT certificate.

### **Food**

We have our own bakery and kitchen, food menus can be discussed and adapted to suit your preferred dining style and budget.

We ask that food is not brought in without prior agreement.

### **Other information**

Please report any damages to the event manager, the hirer may be recharged with the costs for cleaning and repair of the damages caused during the event.

At the end of the event, please take away everything you bring and leave the venue tidy.

Hirers are required to comply with any reasonable requests to ensure fire safety, including adhering to room capacity numbers as identified in the Booking Form.

Atkinsons operates a zero tolerance Drug Use Policy.

Smoking/vaping is not permitted inside.

## (Terms & Conditions continued)

Atkinsons operates a Challenge 25 Policy and may request to see proof of age from any guests attempting to buy alcohol.

CCTV images are being monitored for the purpose of crime prevention and public safety.

The use of smoke machines, or strobe lighting is not permitted.

Please ensure that all guests leave the venue quietly and have respect for any residential neighbours.

An event manager will be on duty to ensure that the venue and facilities are available at the due time and secured after the event. Their duty is to ensure the safety of guests and security of the venue. They have full authority to take any action they consider appropriate to remove or reduce any risks.

### **Deposit**

To secure your booking we require a £100 deposit which is refundable after the event if there are no major breakages or cancellation.

Collections after the event please make a request in writing before the event if you need to do this. Items left should be packed and tidy ready to be collected. On arrival to collect please ask one of our staff to assist.

Hirers and third parties cannot usually run a bar or serve alcohol. If agreed, the hirer would be responsible for arranging a Temporary Event Notice.



For more information please get in touch via email at :

**[thehall@thecoffeehopper.com](mailto:thehall@thecoffeehopper.com)**

or call us on : **01524 65470**

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