

# Frequently Asked Questions

## FACILITIES

- How can I arrange to view the facilities?  
Email your request giving your name and contact details to: [bookings@balhamsda.org.uk](mailto:bookings@balhamsda.org.uk) to arrange a mutually convenient date and time.
- Do you have on-site parking? If so, for how many cars?
- Yes a maximum of 25 spaces subject to availability. There is also nearby street parking which is free on Sundays and after 17:30 Mon-Sat.
- Do tables and chairs come with the hire of the hall?  
Yes. There are 20 banqueting tables and 200 banqueting chairs

## BOOKINGS

- How do I make a booking?  
Booking forms are available at the front desk in the church foyer and online by email to: [bookings@balhamsda.org.uk](mailto:bookings@balhamsda.org.uk). Complete and return on line or leave hard copy FAO: Events Manager in the Church Vestry.
- Who is responsible for setting up the hall?  
Access to tables and chairs will be made available for the hirer to arrange as they see fit.
- Can we set up the hall before the day of the event?  
This is subject to availability and an additional fee.
- Do I need to have insurance?  
We advise that all hirers have their own insurance.

## PAYMENTS / FEES

- How much do I need to pay in advance?  
A deposit of 20% will secure your booking. Additionally, an indemnity fee of £100 should be paid at least 14 days before the event.
- What happens if my event runs over the contractual time?  
An additional charge per hour will be applied.
- Is the indemnity fee refundable and if so when?  
Yes. This will be refunded if there are no damages and the Management Committee reserve the right to retain part or all of the fee if agreed terms of hire have not been met.

## BRINGING FOOD AND EQUIPMENT ON SITE

- Can we drink alcohol on the premises?  
Alcohol is NOT permitted anywhere on the premises.
- What else is prohibited?  
Caffeinated beverages and certain foods such as pork and seafood.
- Who disposes of the rubbish?  
The hirer is responsible for disposing of rubbish. If the hirer wishes to leave rubbish on site, they must use the waste bags provided by Balham SDA and sort into 3 types of waste (food, recyclable and general waste) as instructed.
- Do you provide a PA system/equipment?  
Yes the church and hall have PA equipment . Use of this equipment is subject to a fee and it must be operated by Balham SDA designated personnel.
- As the hirer, can I bring my own equipment?  
All electrical equipment used on the premises must be PAT tested. Certificate to be seen.