

 ***Charity No 520090***

**Weddings  - Frequently Asked Questions (FAQs)**

Willaston Memorial Hall is available to hire for weddings. We have a licence which allows you to have both your wedding ceremony and reception at the Hall or you may wish to hire the Hall just for your wedding reception. We hope that the information below will help to answer any questions you may have about hiring the Hall.

For further information, or to arrange to visit the Hall, please email bookings.memorialhall@gmail.com

**What does hiring the hall include?**

Hall hire includes full use of the building. This includes the Main Hall (49ft x 23ft), Committee Room (a carpeted room measuring 21ft x 13ft), kitchen (including double oven, fridge freezer, dishwasher, crockery, etc), male, female and accessible toilets and a small garden area to the side of the venue.

The Hall is equipped with 75 stacking chairs, 40 folding chairs and 25 padded chairs. There are 15 small tables and 13 large tables. Wifi is available as well as a new sound system (installed 2017). A pull-down projector screen is also available for use.

**How many guests can the Hall accommodate?**

The Main Hall can seat around 85 guests at tables for a wedding breakfast. Additional guests could be invited to an evening reception, depending on the number of seats required and the spaces being used. Please ask the Bookings Secretary for further information about the numbers which can be accommodated.

**How much does it cost to hire the Hall?**

Depending on the length of time you need to hire the Hall for (including set up time and cleaning time), the cost will be between £500 and £700.(These charges are applicable with effect from 1 January 2023)  For the basic hire cost of £500, you will be able to set up the Hall (either on the day from 7am or, by arrangement, on the afternoon/evening before), have use of the Hall for four hours for the wedding, and clear up/clean afterwards (either on the day or, by arrangement, on the following day). If you want longer than four hours for the actual wedding/reception, each additional hour will be charged at a rate of £21, up to a maximum of a total of £700.

**What time will guests need to leave the venue in the evening?**

Guests will need to leave the building by no later than 11.30pm. After that time, only those clearing up the Hall may stay on the premises.

**Are there any designated parking spaces?**

There are two small car parks in the village, one is located at the front of the Hall on the Green and the other is located behind it, with access via Hadlow Road and Buckley Lane. However, as the car parks aren't owned by the Hall, we aren't able to guarantee the availability of spaces. Parking at the side of the Hall is not allowed.

**How long can I hire the hall for?**

The Hall is used by a number of community groups, so we would need to look at this based on the date(s) that you have in mind. However, we aim to be as flexible as possible, ensuring that you have time to set the Hall up the day before the wedding, and to arrange for cleaning to take place on the day after the wedding.

**Who will clean the Hall after the wedding?**

The Hall is run by a voluntary committee and we aren't able to clean the Hall after events. It is the responsibility of the person hiring the Hall to arrange for it to be returned to its original condition after the event.

**Can I serve alcohol in the Hall?**

Yes, but if you would like to sell alcohol, you will need to contact Cheshire West and Chester Council for a licence and Temporary Event Notice. PLEASE SEEK ADVICE FROM THE LICENSING DEPARTMENT AS TO WHAT IS REQUIRED.

**Can I decorate the Hall?**

You are welcome to hang decorations from the beams or the picture rail in the Main Hall but you must not use Blu-Tack, drawing pins or sticky tape on wall surfaces as they cause damage.

**Will anybody help me to plan the wedding?**

The Hall is run by a voluntary committee and we aren't able to provide a planning service. The hall is ideal for couples looking for a blank canvas on which to design their own wedding. However, we're happy try to answer any questions that you may have along the way. We can also suggest some suppliers that have previously worked on weddings at the Hall.

**IF YOU WANT THE WEDDING CEREMONY TO TAKE PLACE AT THE HALL, YOU MUST, OF COURSE, MAKE ALL THE NECESSARY ARRANGEMENTS WITH THE LOCAL REGISTER OFFICE.**