

Summerhill Bowling Club pavilion and lawn Hire Frequently Asked Questions

How big is the pavilion/lawn?

The main pavilion floor space measures approximately 12mx8m. There is also a stage ;which is approximately 5mx2m, raised 30cm.

The lawn measures 30m x 30m.

How many guests are allowed?

The fire capacity (the maximum amount of people allowed in the pavilion at any one time) is 120. For a sit-down meal, the pavilion will accommodate ~85. For an informal party, 50-100 is the optimum number.

For outside events, the amount of guests is dictated by the time it takes to egress the site. Please call for more info.

What's the booking procedure?

If a date is available for a booking, we request a £50 deposit, redeemable against the cost of your booking if it goes ahead. NB for wedding bookings we require a deposit of £200. Only when the deposit is received will the date be added to the diary. We cannot hold dates provisionally without a deposit being paid.

Please ensure that you include any setting-up/clearing-up time in your booking.

What is included in the hire cost?

- Use of tables and chairs. We have 70 chairs, 16 rectangular tables, 6 6-foot trestles and 12 round tables. You need to bring or hire your own table cloths.
- Use of the bar (with our staff). Our drinks list is available on request.
- Use of the kitchen. Includes:
 - tea sets – approximately 70 cups, saucers, plates plus associated milk jugs, sugar bowls
 - 20l tea urn
 - lincat 6 burner natural gas catering oven
 - microwave
 - 2 electric heated soup warmers (9l)
 - dishwasher
 - fridge/freezer

- assorted crockery/cutlery – there are no matching sets in any significant numbers
- water jugs (1.3/1.6l, approx 12 of each)
- assorted kitchen utensils, knives
- 15 ice buckets

NB We request that the kitchen is left clean and tidy after your event.

- Glassware – approx 120 wine glasses, 120 flutes.
- Lighting – 2 stage parcans, 2 disco lights & assorted fairy lights
- Sound system (you can plug in an ipod, laptop or similar)
- Bowls and croquet (outside use)

What time can our event go on until?

Our Licence runs until 11.30pm. In order to facilitate punctual close down and clear up all guests must depart at 11.00pm. We call last orders at 10.50 and any music must be switched off at 11pm.

Is there a sound system?

Yes. You can plug in your laptop/ipad/phone/mp3 player using the headphone socket. It's more than adequate for most use (including DJs) but most bands bring their own equipment.

PLEASE NOTE THAT AMPLIFIED MUSIC IS NOT PERMITTED OUTSIDE

Are we allowed to decorate the hall?

Yes. There are conveniently located hooks installed around the pavilion to hang bunting, balloons etc. We request that no blu-tack, pins or tape is used to hang up decorations (pins are OK on the noticeboards though). We also request no confetti or glitter in the pavilion.

Is there disabled access?

It is possible to get a wheelchair into the main pavilion and onto the lawn. Disabled access to the toilets is limited.

Can I bring my own....?

- Alcohol – Yes, it's possible to bring your own wine/fizz for a toast, but there is a £7.50 corkage charge per bottle (75cl). We can also supply wine/fizz for a toast or table wine at a reduced rate. Please call for info.
- Caterers – Yes, It's fine to bring in your own caterers. We can recommend some if you want. We request that caterers undertake a site visit prior to your event so they know about the facilities available.

- DJ/ Band/ Entertainer. Yes, it's fine to bring your own entertainment. We can also recommend various entertainers. Please ensure that if your event is a children's party, entertainers should have at least a basic criminal disclosure. For DJs and bands, we request that they undertake a volume level check with the duty manager prior to the commencement of your event. Any electrical equipment must have an up-to-date PAT test sticker.
- Sound system. Yes, you can bring in your own sound system if you want but we do need to do a volume level check before use. Any electrical equipment must have an up-to-date PAT test sticker.
- Furniture – Yes, it's fine to bring in hired tables and chairs if required. We can recommend suppliers.
- Candles – Yes, candles are allowed but they must be in a suitable holder. We have approximately 40 glass tea light holders.
- Bouncy castle/inflatable – Yes. Please ensure that the supplier has the correct insurance and is a member of the British Inflatable Hirers Association.

Can we pay with card?

No, currently the bar is cash only.

Can I put up a marquee?

Yes. We request that the marquee supplier undertakes a site visit prior to your event. We can recommend marquee suppliers.

Can we park on site?

Yes. There is limited parking available on site (approximately 10 spaces during the week and 15 at the weekend). Please note, the immediate area surrounding the bowling club is a residents' parking area. There are plenty of parking spaces at Blandford Square, outside the Discovery museum.

How big are the tables?

The 16 rectangular wooden tables measure 76x61cm.

The 6 rectangular trestles measure 184x77cm (6ft)

The 12 round tables are 123 cm diameter (4 ft).

Is there power outside?

Yes, there is a 32amp power supply which can power most marquee/bouncy castle requirements. Please check with us if caterers want to use the outside power as their requirements may be different.

Please note that amplified music is not permitted outside.

Can we have a barbecue/fire?

Barbecues are fine as long as they're in a proper barbecue device. Please, no open fires. All barbecues must be supervised by a responsible adult.

Can I dispose of my rubbish on site?

Yes, there is a 1000l general refuse bin, a glass recycling bin and a cardboard & plastic recycling bin. Please ensure any waste is disposed of in the correct bin.

Our Commitment to reducing waste

The kind of events and parties that we have at the bowling club mean that there are a lot of "disposable" items that are used – from cutlery to balloons. We are committed to reducing our impact on the environment. Thus, we would request that wherever possible, if you are using disposable or one use items, you choose items that are recyclable or compostable.

What's not allowed.

- As we're in a conservation area, and to protect the environment, we don't allow confetti inside or outside.
- Please make sure your guests know that they cannot bring their own alcohol onto the premises. Any guests consuming their own alcohol on site will be asked to leave.
- Amplified music is not permitted outside the pavilion.

And finally...

Summerhill is a beautiful, community owned and run space. Please respect it, and the surrounding area. We request that guests leave the premises quietly as we're located in a residential area. We strongly recommend that guests order taxis in advance of their departure to avoid a long and cold wait outside!