

Frequently Asked Questions

All bookings are from 14.00 – 18.00 and you have use of the studio space and outside space

The Studio

- 70 square meters
- Capacity 25 Children Maximum, or 40 guests in total
- Ceiling height 2.4 meters
- Number of chairs available: 40
- Number of tables available: 12 (152cm x 80cm)

Booking timings

- All bookings are from 14.00 – 18.00. This allows time for set up and tidy away.
- We have large bins for recycling and rubbish outside beside the gate, please bin all your rubbish
- Please leave the studio and playing field as you found it

Invoicing and Deposit

- We charge a fixed fee of £180 for the four hour booking. It is important that you set up and clear way during the booked hours.
- If you need to cancel your booking, please do so within 21 days of the event for a full refund.
- A deposit of £100 is required which will be refunded following your event. We do not store your payment details so please e-mail us (parties@abbotshallhlc.com) your account details following your event so that we can refund the deposit.
- Payment will be required on completion of booking – a link to pay your deposit and invoice will be sent once your Initial Enquiry Form is returned and the date is checked.

Catering

- We offer a great party food menu so please see the attached menu. Please indicate your interest on the Initial Enquiry Form & see the attached Party Menu
- Alternatively, you are welcome to bring your own party food/alcohol
- The kitchen will not be available for use or any cutlery, crockery or cups etc or heating food.

On the Day of your Event

- A member of staff will be here to support you setting up on the day and throughout your event
- The café will be open for coffee and snacks throughout your event
- If you are late in leaving the grounds, studio or café or any part of Abbotshall after 18.00 you will be charged £30.00 for every 15 minutes

Bouncy Castles

- Bouncy castles are permitted in the Studio, just be aware of the ceiling height of 2.4m (request a low-ceiling castle when you speak with your supplier). An additional charge of £15 per hour will be made to cover our electricity costs. Please indicate on your Initial Enquiry Form

Soft Play Equipment

- We have a selection of soft play mats and toys which are available and can be requested on the Initial Enquiry Form. We hire the soft play at £15 per hour.

Expected Noise Levels

- Noise can not exceed a level of 60db and no 'disco' equipment can be used.
- Please do not use amplifiers/decs
- Small Bluetooth speakers are permitted

Decorations

- Please do feel free to decorate the Studio but please refrain from using fixings which will damage the walls and please remove all tape/blutack when tidying
- Please remove all decorations and leave as found

Commercial Events

- Abbotshall does not hire the venue for commercial events, by which we define as ticketed events, commercial fundraising events, product launches, marketing, and promotional activities for profit-making organisations or similar events

Animals

- No animals are allowed on site, unless they are a Therapy/Service dog. Please show the card or certificate to a member of staff on arrival. If you fail to provide documentation we reserve the right to refuse entry to your dog.

Parking

- A limited number of spaces are available free of charge on the street

Accessibility

- The building is wheelchair accessible and there are disabled toilet facilities

Office Hours

- Our office opening hours are Monday to Friday, 9.00 – 15.00

Contact

- parties@abbotshallhlc.com or telephone; 020 8461 5355

Charity number – Abbotshall Healthy Lifestyle Centre, thank you for your support

- 1186704