



## FREQUENTLY ASKED QUESTIONS

### PARTIES AND CHRISTMAS CELEBRATIONS

We know that lots of time and hard work goes into planning a party, whether it's for summer, Christmas or any occasion. That's why we've put together a list of questions that we are frequently asked by clients and the answers to hopefully make the process a little easier for you.

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#### WHAT CATERING IS AVAILABLE FOR PARTIES?

Our in-house caterer, CH&Co, can cater for any party, including a three-course sit down meal, food stalls, canapés and bowl food. We can also work with you to create a bespoke menu if you have a specific theme, which guests often enjoy.

We don't allow external catering on weekdays, however you can enquire about dry hire on weekends.

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#### HOW MANY CAN YOU HOLD FOR A SIT-DOWN DINNER?

The Riverside Room can seat 300 guests on 6ft rounds of 10. Please note any AV build or stage sets might impact on the capacity. For a full stage set or a dance floor maximum capacity is 250 guests.

The Maxwell Library can seat 150 guests on 6ft rounds of 10. Again, any AV build or stage sets might impact on the capacity. For a full stage set or a dance floor maximum capacity is 120 guests.

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#### WHERE CAN I HOLD A DRINKS RECEPTION?

Depending on your numbers, we can either accommodate up to 300 in the ground floor rooms for an arrival drinks reception or use the Maxwell Library (up to 250 maximum capacity) on the first floor.

Drinks reception room hire applies separately to the dining room hire.

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### DO YOU INCLUDE A DANCE FLOOR?

Yes! We have a dancefloor which can be set up in the room at no additional charge so your guests can dance the evening away.

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### CAN I HIRE A DJ?

Yes, you can and we're happy to recommend one to you. We will require a risk assessment, method statement, PAT testing and company public liability. Please note entertainment set-ups will change the capacity of the room.

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### DO YOU HAVE CHRISTMAS PARTY PACKAGES?

Yes, we have packages for both sit down dinners and more informal standing receptions.

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### IS COFFEE INCLUDED IN YOUR DINNER MENU?

Yes, our three-course Christmas menu includes tea/coffee and mini mince pies.

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### WHAT TIME CAN MY CHRISTMAS PARTY GO ON UNTIL?

Christmas parties can be booked from 6pm until 11pm, as per our licensing hours.

Upon request, we can extend our licence until midnight or 1am. A charge of £265+VAT per hour will apply. Please note that de-rig must be completed within your contracted hours.

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### CAN I HIRE A PHOTOBOOTH?

Yes, you can hire a photobooth from a supplier of your choice.

Please be aware that we will need to receive relevant health & safety documentation from them prior to the event.

Also, please note that the photobooth might decrease the capacity of the room.

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### IS THE ROOF TERRACE INCLUDED?

The Johnson Roof Terrace isn't included in the dining room hire so an additional hire charge will apply. Security guards also need to be booked at an additional charge for the duration of the event if alcohol is being served on the terrace.

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### DO YOU OFFER DRINKS PACKAGES?

We have several packages available from one-hour pre-drinks to a full four hour drinks reception. Please speak to one of our event co-ordinators and they can send over our package list.

Please note we do not allow more than one hour's drink reception without serving substantial food (bar nibbles are not counted as substantial food).

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### WHAT SIZE ARE THE DINING TABLES?

Our dining tables are 6ft round that can seat comfortably up to 10 guests per table. You can increase this to 12 if you need to accommodate more guests.

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### DO YOU HAVE A PREFERRED SUPPLIER FOR FLOWERS?

We are happy to work with a supplier of your choice. If you don't have one, we recommend [Elizabeth Marsh](#).

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### CAN YOU RECOMMEND A PHOTOGRAPHER?

We are happy to work with a supplier of your choice. If you don't have one, we recommend Mo Baig [mo@mobaigimages.co.uk](mailto:mo@mobaigimages.co.uk).

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### WHERE IS THE CLOAKROOM?

The Riverside Room has its own cloakroom inside the room which can be unmanned, or we can arrange attendants for you at an additional charge. There is a second cloakroom on the lower ground floor – again this can be unmanned, or we can arrange attendants for you at an additional charge.

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