

Before your event



Before your event, please...



Familiarise yourself with the centre.

Have you had a viewing of the centre before booking with us? We encourage this, so that you're familiar with the facilities.



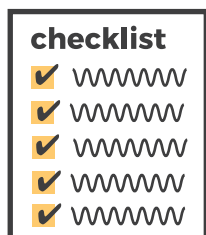
Make sure you've booked all the time you need.

Our volunteers will open/close at exactly the time you've booked, so make sure you've allowed enough time to clean the centre and leave it as you found it. We charge for changes to hire time and extra cleaning; please check the hire terms and conditions for details.



Read the hire terms and conditions and policies.

All the information is on our bookings website <https://www.book-online.co.uk/savernake>. Please ask us if there are any questions.



Plan what to bring.

Please check for excluded items – for example we don't allow anything which is likely to set off the fire alarms. We don't allow confetti or glitter unless you will remove all traces of this.

Unless it's very new, electrical equipment will need to have had Portable Appliance Testing (PAT) to be used in the community centre.



Make sure you know the emergency procedures:

including the fire evacuation information which is emailed to you.



Let us know if you've booked an entertainer:

we may need their insurance details.



Decide how you're going to dispose of your rubbish.

We can dispose of up to two bin bags of general waste per hire (and unlimited recycling), you'll need to take the rest away with you. We charge for extra bags of general waste left, and some items (e.g. nappies and helium canisters) cannot be left at all. Please see the terms and conditions for full information.

Savernake Street Social Hall is managed for community use by a charity; a board of volunteers. This reminder is to be read in conjunction with the hire terms and conditions.

Thank you for your support!