

COLBURY MEMORIAL HALL
CHARITY NO. 301786
Main Road, Totton, Hampshire, SO40 7EL

HIRING COLBURY MEMORIAL HALL - FAQs

Please contact us and provide details of the event, date, time and room(s) that you would like to hire.

CONTACT US:

Email – trustee.cmh@gmail.com

If there is availability a Hiring Form will then be sent to you for completion and return.

If you wish to view the premises before booking, then please contact us to arrange a visit.

Facilities - the following are available:

- Chairs and Tables - large tables approx. 6ft x 2ft 3" small tables approx. 3ft x 2ft 3"
- Hearing Loop – Main Hall and Colbury Room
- Projector and Screen – on request
- Sound System (speakers, microphones and stand) – on request
- Stage Lights – additional charge applies
- Wi-Fi – details are displayed in each room

Kitchen – this is a free shared facility for the use of all hirers:

- Crockery, cutlery and glasses provided (approx. 100 settings)
- Washing-up liquid provided
- Tea, coffee, biscuits etc. are **NOT** provided
- Please bring your own tea-towels for drying up – thank you

The following activities/items are **NOT** allowed when hiring the Hall:

- NO bouncy castles or similar inflatables allowed
- NO candles allowed
- NO confetti allowed
- NO dogs allowed (with the exception of guide dogs and registered assistance dogs)
- NO fireworks (including indoor fireworks) or sparklers allowed
- NO glitter allowed
- NO inline roller blades, roller skates or skateboards allowed
- NO overnight accommodation or parking allowed
- NO smoking or vaping allowed inside the Hall or within 10 meters from the premises
- NO live TV/streaming - the Hall does not hold a TV Licence

Temporary Event Notice (TEN) and The New Forest Safety Advisory Group (SAG)

A TEN may be required to hold licensable activities not covered by the Hall's Premises Licence; for example, if you intend to sell or supply alcohol, play recorded or copyrighted music, or have a DJ (the Hall only has a licence for Live music).

For further information see link https://www.newforest.gov.uk/article/1611/Temporary-Event-Notices

For large events you will need to contact SAG see link https://www.newforest.gov.uk/article/3231/About-New-Forest-Safety-Advisory-Group-SAG