



HIRING THE COMMUNITY CENTRE

We have several rooms available to hire at the Community Centre plus our new purpose built Youth Wing. Hire of the Kitchen is included in all of our prices.

Party Times

The children's party slot is for 3 hours (minimum) allowing a two hour party and half an hour to set up and then clear away again after.

MAIN HALL – DAYTIME PARTY SLOTS

Saturday or Sunday day time party slots are either: 10:30–13:30 or 14:00–17:00

LOUNGE - DAYTIME PARTY SLOTS

Saturday or Sunday day time party slots are either: 10:00–13:00 or 14:30–17:30

Evening Party Slot

Our Saturday evening party slot for both the main hall and the lounge is generally 6pm to 12 midnight. Music has to go off at 11pm. The party needs to be clean and clear by midnight when the caretaker will lock up the Centre. We offer a reduced hours evening slot on a Sunday, please call the office to discuss your requirements.

YOUTH WING HIRE

We can offer more flexibility in the Youth Wing, so please call to discuss your requirements.

Teenage Parties

We are able to host Teenage parties at the Centre. We have a set policy for these parties which, includes an interview between the party holder and their parents, together with one of Trustees and Centre Manager. Please contact the Centre Office for more details.

Hire Costs

The cost is £22.00 per hour for the main hall and £18.10 per hour for the lounge. If you live in Hatch Warren or Beggarwood then you can join The Community Association and reduce your hall hire fee to £18.30 per hour for the main hall and £12.65 per hour for the lounge. Please see below for details on how to join the Association.

The Youth Wing costs £20.30 per hour to hire or £15.44 for members.

Booking Process

Please call the office or email office@hatchwarren.org to check availability for your chosen date and time. To secure your booking we require 50% or full payment within two weeks and the remaining balance should then be paid two weeks before your party date.

Rooms & Sizes

Room	Size	Capacity
Main Hall 73.8 feet x 36 feet	248m ²	200
Lounge 38 feet x 19.6 feet	70m ²	90
Conservatory	28m ²	20
Warren – Youth Wing	81m ²	60

PLEASE NOTE: There may be two parties taking place at the same time in both the main hall and the lounge

Main Hall

The main hall is suitable for Children's Parties, Celebrations, Engagement and Anniversary Parties. The hall hire includes the use of trestle tables & chairs, full kitchen facilities & toilets. We have 200 stackable chairs and 24 Gopak tables. Please note all kitchen facilities are shared with any other party taking place.

The main hall can accommodate 150 guests with tables laid out.

Our Patio Garden is on the left of the hall and the Lounge is to the right. A Mobile Bar can be set up in the kitchen for evening parties if you book the lounge space as well.

Lounge

Our lovely newly extended lounge is a great size for a smaller party and has 12 Gopak tables and 80 stackable chairs for your use. This room looks out onto the field. You also have direct access into the kitchen (hatch can be open or close) but please note all parties will share the kitchen space.

Damage Deposit

Children's parties (under 12's): the damage deposit of £50 is due on the day in cash and is returned after the party.

Evening Parties: The damage deposit of £150 is due 2 weeks before the event and is returned after the party as long as all the terms & conditions of hire are adhered to.

Teenage Parties: The damage deposit of £200 is due 2 weeks before the event and is returned after the party as long as all the terms and conditions of hire are adhered to.

Using our Kitchen

Party users are welcome to use our kitchen, however you must bring your own cooking utensils and pans with you. We have two brand new ovens (August 2015), the instruction for use are hanging on the wall next to them, please note you must not put any trays on the bottom as this will cause damage. We have an induction hob, again this can be used as long as you have the right equipment for use on an 'induction' hob. There are also two microwaves that can be used, again they need to be left clean. You may use the Fridge if required, but do not use any of the items that are already stored in there as these belong to the centre.

The kitchen has two kettles, you must bring your own tea, coffee, milk and sugar. You are welcome to use the mugs and glasses in the cupboards but everything must be washed up. **Please note that the dishwasher is for use by the centre only, you must wash up everything you use by hand and return it to the cupboards.** Please bring your own cleaning products with you. Everything must be left how you found it.

Outside Areas

The playing fields adjacent to the centre can be booked directly with Luke Chatterton at Basingstoke & Deane Borough Council on 01256 845676.

Here's the link: <http://www.basingstoke.gov.uk/eventapplication>

The outside patio area can be accessed during day time parties but due to sound restrictions, it is not available after 6pm. The outside access doors are locked and alarmed after this time.

Weddings

The Wedding Package costs £525 (non-members) and £475 (members) and includes the full use of the entire facilities at Hatch Warren from 8am until midnight on the day of the booking. A complimentary 2 hour slot the evening before the wedding day is also included in this package. A full clean after the event is also included in the price. A refundable damage deposit of £200 is required and this is returned after the event as long as all of our terms & conditions of hire are adhered to.

Becoming a Member

If you live in Hatch warren or Beggarwood then you can join The Community Association and reduce your hall hire fee, full membership for the whole household costs just £10 for the entire year. Not only will you be supporting the local community but you will receive the following benefits:

- Event discounts; including the beer & lager festival, fireworks etc...
- Reductions on hall hire; for that special party or celebration
- Supporting a local charity and investing in your community
- Regular updates and newsletters including details about the new committee, upcoming events etc...

To become a member you can either pay by cash, cheque or internet banking. Membership lasts for one year and covers the whole household. You can pay yearly by standing order as well. Please email office@hatchwarren.org

Preferred Suppliers

The following entertainers regularly attend parties at Hatch warren Community centre:

BRIGHT 'N' BOUNCY INFLATABLES

01256 419917

www.brightnbouncy.co.uk

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Discos: Children's Parties £110, Adult Parties £195

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Business 01256 324858, Mark 07775846853, Heidi 07775846863

10% discount for HWCA Members on production of a valid membership card

MARK HALLIDAY DISCO - 01256 474764

SOUTHERN BAR SERVICES

07867 547696

peterandrewfrancis@gmail.com

£60 + VAT - £72 evening party 6pm - midnight

THE PURPLE OLIVE DELI

STEVE - 01256 771778 or info@thepurpleolive.co.uk

BALLOONS 4 U

01256 819200 www.balloonsforu.co.uk

CATERING by Nicola Leonard 01256 814008

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cathyagozzino@btinternet.com

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www.yevnig.com

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HWCA Members are eligible for a 10% discount, just enter **HWCA_10** when booking online. Every hire comes with £5m Public Liability insurance as standard. Phone: 01256 277075, Email:

admin@bouncycastleshire.co.uk, Website: www.bouncycastleshire.co.uk