

## Parties and functions at the Didsbury Parsonage

### Frequently Asked Questions

Due to the historic nature and configuration of The Parsonage, the venue is best suited to small informal parties, for adults. We do not host christenings, naming ceremonies, engagement parties or any under- 25s parties.

Charges given below are for 2019/ 2020 as stated. Prices for 2021 are subject to revision.

#### When can I have my party here?

Bookings can be taken on days or evenings which do not clash with weekly classes or other bookings (usually Saturdays). During school term time, we can accommodate late afternoon/early evening parties; a later party may be possible, but it will depend on the date and what other events are scheduled. Parties are subject to a 10pm curfew.

#### How many guests can I invite to the party?

**60 is our maximum capacity.** Standing buffets are not permitted: all guests with food must be seated.

#### What are the seating arrangements for meals?

The caterer can use one of our three main rooms to set out the food and drinks. Usually, they like to use Room 3 because it is nearer to the kitchen, Rooms 1 and 2 being used to seat guests at tables. Room 1 can accommodate 40 comfortably, and Room 2, 20.

#### How much would it cost to have my party here?

Venue hire is **£110 (2019 & 2020)** per hour during office hours, **£165 (2019 & 2020)** per hour after 5.30pm. Rooms can be hired at half the hourly rate for decorating: please consult us on any decorations, and bear in mind there will be art exhibitions on in each room.

#### What about parking?

We don't have any parking space in our grounds and Stenner Lane can be very busy. The Didsbury Pub has a Pay & Display car park at the rear of their building - you can get your money refunded if you have a drink there.

#### What about catering?

We can let you know of caterers who have catered here before, who know the building and its facilities. If you hire caterers who haven't worked here, they will need to arrange to come in, see the venue and discuss details with us.

Caterers need to know that food cannot be cooked on the premises as we don't have adequate facilities. Our kitchen is only small, but it can be used for heating things up. Some caterers overcome this by bringing their own ovens and erecting them in our courtyard. We have a fixed awning and outside electricity point.

For safety reasons, we don't allow hot water urns; if you want your caterer to serve hot drinks, they will need to serve the drinks and provide hot water flasks.

We would need to have a copy of your caterer's Third Party Liability Insurance to cover the eventuality of any accidents due to spillage or ill-health due to effects of food. Our insurance does not cover these eventualities. If you are self-catering we would ask for a disclaimer that you take full responsibility for any accidents, spillage/damage or ill-health due to effects of food.

Due to minimal facilities for rubbish and other waste, caterers must take any rubbish and/or recycling away at the end of the event.

### **Can I self-cater?**

You can, but we would recommend that you hire our Events Assistants because they are familiar with the Parsonage and its facilities. We provide Events Assistants at a rate of **£10 (2019)/ £12 (2020)** per person per hour. They are familiar with the building and its facilities, and will serve drinks, assist guests and clear up.

Due to minimal facilities for rubbish and other waste, you will need to take any rubbish and/or recycling with you at the end of the event.

### **Can I hold a stand up buffet for my reception?**

Please note that due to the constraints of the building, we cannot accommodate stand up buffets. If guests are being served or doing self-service, we would like them to have somewhere where they can sit down to eat.

### **What about crockery, cutlery etc?**

For an evening party, you/ your caterers should provide all crockery and cutlery, and take everything away afterwards to wash off-site.

If you are having a daytime event, you can use our crockery and cutlery, but please note that these need to be washed up and put away by 5.30pm. We have a dishwasher; the quickest cycle takes about 30minutes, so please allow sufficient time.

### **What about glasses?**

You can use our glasses free of charge. We have champagne flutes, wine glasses, tumblers and a few pint glasses. Events Assistants will wash these and put everything away at the end of your party.

### **What about alcohol?**

We don't have a licence to sell alcohol so you need to supply any drinks for your guests. Chilled drinks can be stored in our fridge but you may want to bring ice buckets or order a bottle fridge. We can order a fridge for you, it costs about £140. Non-chilled drinks can be stored in Room 4 (next to the kitchen).

### **What about tablecloths?**

Your caterer may provide these or you can use ours. Ours are a dark red colour. Alternatively, we can order tablecloths for you. Budget approximately £100 for a meal for 60 (room layout will determine the number of tables).

We have two sizes of table, requiring these sizes of tablecloths:

trestle tables 70 x 108 ins

square tables 70 x 70 ins

### **What about music?**

We have a CD/Bluetooth/USB music system, which you can use free of charge, or you can bring your own. If you are using our equipment we would advise a practice run. You can also have live music.

Please note our 10.00pm curfew: music would need to be turned off at 9.45pm allowing time for your guests to leave at 10.00pm.

### **Can we decorate the room?**

Yes, but please be aware that there will usually be an art exhibition on the walls. Bunting and fairy lights can be put up if these don't interfere with the exhibition.

We have ladders you can use to put up decorations: please note that these are very large and it takes two people to use them – one person to go up the ladders, and one person to hold the ladders firmly in place. It is your responsibility to use the ladders safely. There is a half-price hourly rate to book the rooms for decorating.

Depending on room availability you might be able to set up decorations the day before. Table decorations would usually need to be done on the day, once the tables have been set up. We have some small jars/ vases you are welcome to use for table decorations. Please note that we do not allow use of candles or table confetti.

Any decorations that are likely to move if there's a draught of air cannot be left up overnight as they can set off our intruder alarm.

### **Do I need to pay a deposit?**

A deposit of £150 is required to secure the booking. We cannot take payment by credit or debit cards but you can pay by cheque or by bank transfer. Our bank details are:

Account Name: Didsbury Parsonage Trust

Sort Code: 40-31-20

Account No: 41467433

We also require a damages deposit of £200, which can be paid nearer the date of the event. As long as no damage is caused, this will be repaid to you normally on the first working day after your event.

### **What else do we need to know?**

We would ask you identify a 'Responsible Person' who can oversee things for you during the event, someone who can direct guests afterwards and can generally keep an eye on things. We will need this person's mobile number and email address.

Part of the charm of the Parsonage is its beautiful oak floors, which are regularly polished and maintained. Oak floors and high heels sadly aren't a good mix, so we would ask you to avoid wearing high heels if possible.

The Parsonage is in constant daily use by the public, and open 7 days a week. At the end of your event everything must be cleared up and the venue ready to re-open to the public the next day. You/ your caterers can come back by 10am the next morning to collect any belongings: please note that we cannot have rubbish in bin bags left on the premises overnight as we are prone to vermin!

Please read through our booking terms below. If you have any questions, we will be happy to help.

## **BOOKING TERMS & CONDITIONS**

1. A booking deposit of £150 is required to secure your booking, and this will be deducted from your final invoice. The booking deposit is fully refundable if you cancel your event three months before the scheduled date. If you cancel less than three months, but more than one month before, 50% will be refunded. If you cancel less than one month before, the booking deposit is not refundable unless there are exceptional circumstances. We require a returnable deposit of £200 against damage. This will be refunded in full after your event if no damage is caused.
2. The final invoice will be issued within a week of your event.
3. We ask that you assign a Responsible Person for your event, and provide the Trust with a contact email and phone number for this person. The person is to act as a liaison point for Trust staff on the day. Further details will be sent to the Responsible Person prior to the event.
4. Artwork on display at the time of your event must not be touched, moved or altered in any way. The cost of any damage is payable to the artist who owns the artwork.
5. Candles or any naked flame is not permitted in the building.
6. Balloons/bunting or any other decoration that may move in draughts of air cannot be left up overnight, either before or after the event, as this will set off the intruder alarm.
7. We have a 10pm curfew, after which all music must be turned off and guests must leave the venue.

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8. All rubbish and recycling must be removed after your event, either on the same day, or by 9.30am the following day.
9. When you make a booking with us, we will add your email address to our monthly Newsletter to keep you up to date with our events; you can unsubscribe at any time.

**Thank you for thinking of holding your party at the Parsonage. Please feel free to get in touch with any questions. If you want to see the rooms again, please let us know when you're coming so we can check that the rooms are available.**