

Frequently Asked Questions

What does the venue hire include?

- Operational support from the Event Manager in the run up to the event and on the day.
- Photos in designated areas within the School grounds.
- Technical Assistance for basic set up.
- Set up time for caterers & suppliers included in the full day rate hire access from 10am – 12am.
- Car parking for client and caterers.
- Use of any furniture already set in venue space.
- Site security. Depending on the scale of the event extra security may be necessary. This is charged as extra at £25 + VAT per hour.
- Use of AV and PA equipment if required.

Can we supply our own caterers or self-cater?

We ask that any caterer be chosen from our approved list. Each caterer is familiar with the premises and has been vetted to comply with Alleyn's regulations.

Other suppliers

Any supplier working on site will be permitted at the discretion of the Event Manager. It is essential that all suppliers have met with the Event Manager and visited the site prior to the event. Your caterers will be able to suggest suitable suppliers for decoration, floristry, photography and entertainment.

Can we arrange to leave items over night?

All items must be taken with you at the end of the evening.

Late licence application

We can apply for a licence extension until 12.30am on a Friday & Saturday night on request at an additional charge.

Smoking

Smoking is permitted in a designated smoking area, please discuss with the Event Manager. If your guests are smokers please arrange for your caterer to provide suitable ashtrays. A minimum of 1 standing ashtray per 30 guests is required.

Glassware

Only plastic glassware is permitted outside.

Decorations

Please consult your Event Manager before putting up any decorations. Helium balloons are not permitted inside the venues.

Candles

Candles and naked flames are not permitted anywhere in Alleyn's. A great alternative is battery operated candles which your caterer or florist will be able to supply you with.

Supplier and client access times

For full day hires suppliers and clients will have access from 10am.

What are the payment terms?

We require 25% of your total hire rate to confirm your booking. Full payment is due 30 days prior to your event.

Security deposit

You will be required to pay a refundable £500 security deposit for any damages and cleaning costs incurred. This will be returned to you after the event at the discretion of the Event Manager.

