



Facilities & Hire Information

TIMINGS & LICENCING

CICCIC is located in a residential area and for this reason our alcohol and entertainment licence has the following legal restrictions:

- All people must vacate the premises by 12.00am. Therefore, your hire is till this time.
- Any music or entertainment that has audible volume must be turned down to a low volume by 11.30pm, which gives your guests 30 minutes to drink up and get ready to leave. As we have been providing private functions for over 10 years we also suggest that any dancing stop at this time as it makes it much easier to get people to leave 30 minutes later, especially if they have had a few drinks.

For the above legal and licensing reasons it is suggested that you make this clear to your guests and any entertainment when you book or invite them.

Failure in us abiding to these restrictions could result in our licence been revoked and a fine incurred, and as we provide a valuable arts and culture service in the community we exercise these restrictions in a strict manner to ensure we can continue for another 10 years, so we appreciate your cooperation in this matter on the night.

YOUR HIRE TIMINGS

Daytime hires are arranged in a bespoke manner but evening hires have set times and are as follows:

- Start 6.00pm. This allows you or any caterers or DJ's to arrive before your guests to setup anything. If your entertainment includes a band please see table on page 4.
- Commonly, guests arrive either at 7pm or 7.30pm but you can state later if you wish.
- Your hire finishes at 12.00am with the licence restrictions mentioned above.
- If you require earlier access for any reason this will incur extra hourly fees but speak to us first so we can work something out that suits both parties.

On occasions we have been more flexible with timings, for example, some hirers who may have young families attending have asked if they can start earlier and finish earlier, such as 5pm-11pm. If you wish to do this then simply discuss this with our staff.

WHAT'S INCLUDED IN YOUR HIRE

Hire includes the 6 hours as mentioned above (6pm-12am) and 1-2 members of staff who manage the space for you and man the bar/café.

You may use our projector and screen e.g. we often project a Happy Birthday image or your create a slideshow of photos. Hire also includes the use of our disco lights.

AGE RESTRCITIONS & SECURITY

As a mature audience and family orientated venue you may invite children but are responsible for them. Unfortunately, due to bad experiences in the past we only cater for 18th or 21st birthday parties if they are family orientated and in some instances you may be required to hire door security depending on the type of event. If your event is a public one that is a ticketed and invites under 18's we suggest you have a safeguarding policy and organise the appropriate safeguarding actions.

REFRESHMENTS & DRINKS

We have a fully stocked bar selling all forms of beers, ciders, ales, wines, spirits, soft drinks and tea and coffee.

You are not allowed to bring your own drinks as the profit made from our bar helps fund the arts and culture work we do in the community.

On some occasions hirers have asked for us to supply certain drinks or wines and we are happy to do this. Others have asked if they can provide a drink on entry or during the night for guests. For example, here are a few requests we have provided in the past but do need to be organised before your event:

- A glass of something on entry e.g. prosecco
- A free drink on entry. In this instance we give you a stack of 'free drink voucher' cards. You give a card to your guests and they redeem them for any drink behind the bar. We count the cards at the end of the night and you pay the bill.
- Toast. Some ask if we can provide a free drink for guests during the night as a toast e.g. prosecco or a shot of a spirit.

Drinks on entry or toasts need to be paid in advance and we provide discount for these as they are considered as a bulk purchase. This discount will be arranged upon booking.

CATERING

We do not have catering facilities onsite so we use a range of local caterers who bring in food. You may decide to do your own catering or use an alternative caterer. Either way you need to consider how much space the catering needs as this impacts on the space for guests.

Finger buffets are the most common food type we see at our venue as it uses less space and is less fussy and gives guest the freedom to nibble as they please. In the past we have had the following:

- Part warm and/or cold finger buffet
- Cold Fork Buffet
- Canapes
- Hot pork or vegetarian rolls
- 2 option curry or Indian food

If hot or warm food is required we can supply up to 4 chafing dishes (shown right). These require paraffin heating (lasting 2.5 hours) hot water and incur an extra charge of £15 per chafing dish. In some instances your chosen caterer may bring their own or they can use ours.



As for plates and cutlery we ask that you supply paper plates, napkins and eco-friendly or wooden cutlery for your guests. If you have a wet hot food like a curry then you will need to choose a plate that won't go soggy, so a wooden or palm leaf plate will be ideal. We ask that you be mindful about choosing an eco-friendly option. See <https://tinyurl.com/ytrvc2jsf>

Where possible, at the end of the night we ask that you take any surplus food with you.

ORGANISING YOUR EVENT & ROOM LAYOUTS

Though our venue has a capacity for 100 people this depends on the layout of the room. For example, the more furniture, catering or stage used the less people we can accommodate. But with live music and DJ options and an amazing creative space your guest will be inspired and have a great time.

This document outlines the optimum space configurations based on these different types.

Your hire fee only includes the hire of the space, staff and free use of our disco lights and projection screen. Other needs may incur more labour and time from our staff and therefore attracts additional costs. To make life easier here are your options:

| Description | Important Factors to Consider | Extra Costs if Applicable |
|--|---|---|
| You wish to have a live music band perform at your event | Most bands need time to setup and do sound checks. This can take 2 hours or more depending on size and type of band. As most hires are from 6pm onwards and you may have guests arriving at 7pm bands may want to have access as early as 3pm. For this reason you will require our staff to be here for the band. This incurs a fee of £20 an hour. There is also a set fee of £20 for our staff to put out the stage for you. Please note that bands are expected to bring their own sound system and do their own sound. | £20 for stage setup. £20 per hour if band needs access before 6pm. |
| You wish to have a DJ | We have several DJ's that do disco events and we introduce you to them and it is up to you to organise and pay them direct. Or you may have your own DJ. If so, they just need to bring booth, sound system and booth lights. See FIG 3 for layout. Most DJ's can setup from 6pm onwards. | No extra cost but you must pay the DJ direct. |
| You wish to use a laptop & Spotify playlist for a disco | If you want to save money you can easily play your Spotify playlist through one of our laptops or your own phone. This requires us to put out our sound system and speakers and table for you. You simply play your playlist and you or one of your guests can use the search function for song requests. You can bring your own laptop or phone but it must have a small 3.5mm headphone socket. | No extra charge |
| You wish to have food | Most people like to provide food. For evening events it is best to have a finger buffet so people can help themselves. See FIG 2 for where the tables are positioned for this. These tables require white cloths that require dry cleaning afterwards so incurs a cleaning charge. You are required to take away any leftover food and provide your own plates, napkins and cutlery. If you want to use our large round tables for a sit down meal then please see FIG 4 but please note we do not have a food preparation area so most outside caterers bring food already heated and prepared. See a list of catering providers at the end of this document. | £20 for cloths for buffet food tables but if you use our large round tables the fee is £70. |

FIG 1—EVENT WITH LIVE MUSIC ONLY

If you want to have a band then this is the layout and is best for 60-70 guests with a mix of sitting and standing. It leaves a small space for dancing and is based on a 4-6 piece band.

Each round shape you see are small café tables that can have 4 chairs or less. Leaving a gap in between so people can walk to dance area. You may request less of these round tables to increase standing space.

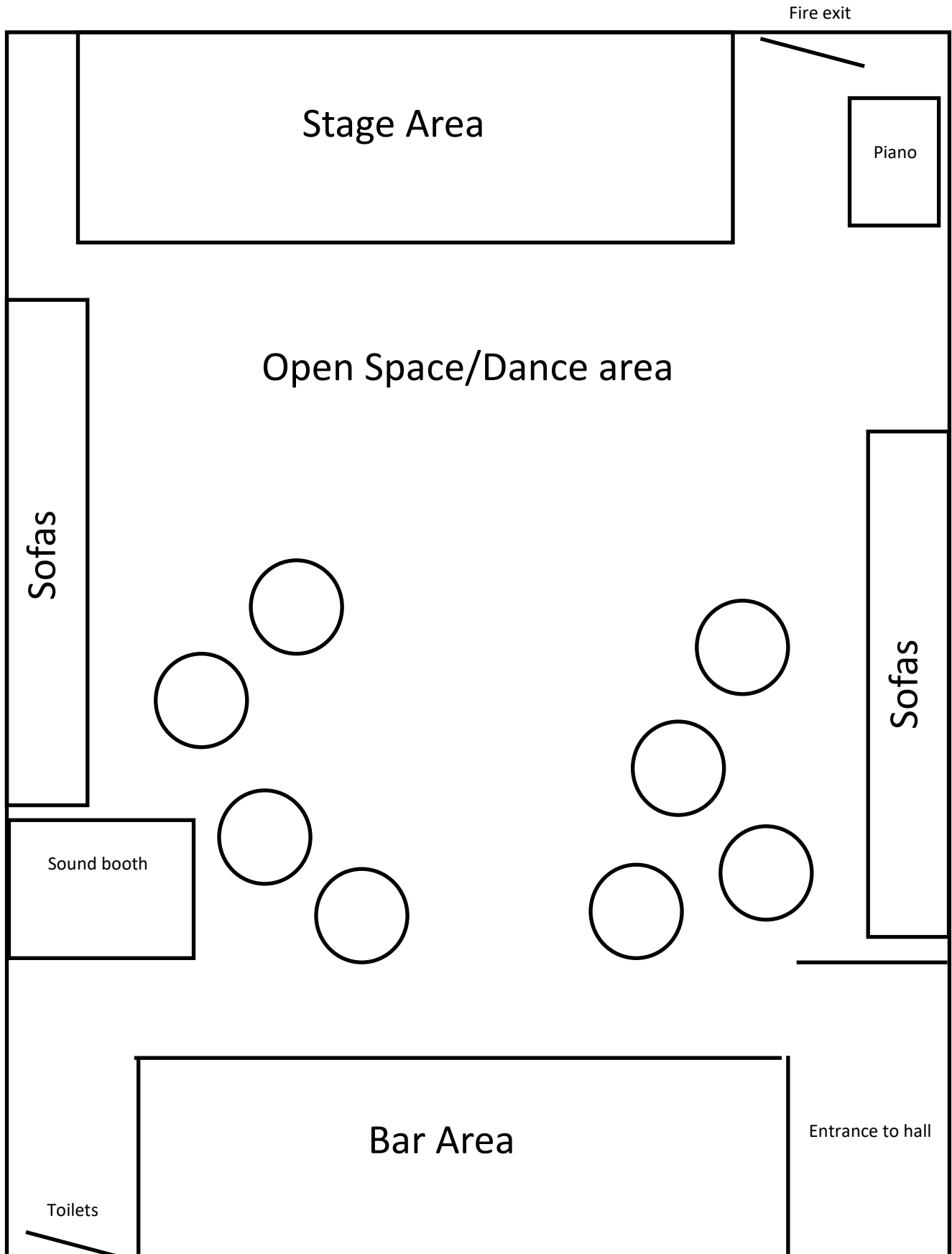


FIG 2—EVENT WITH LIVE MUSIC & FOOD TABLES ONLY

If you want to have a band then this is the layout and is best for 50-60 guests with a mix of sitting and standing. It leaves a small space for dancing and is based on a 4-6 piece band.

Each round shape you see are small café tables that can have 4 chairs or less. Leaving a gap in between so people can walk to dance area. You may request less of these round tables to increase standing space.

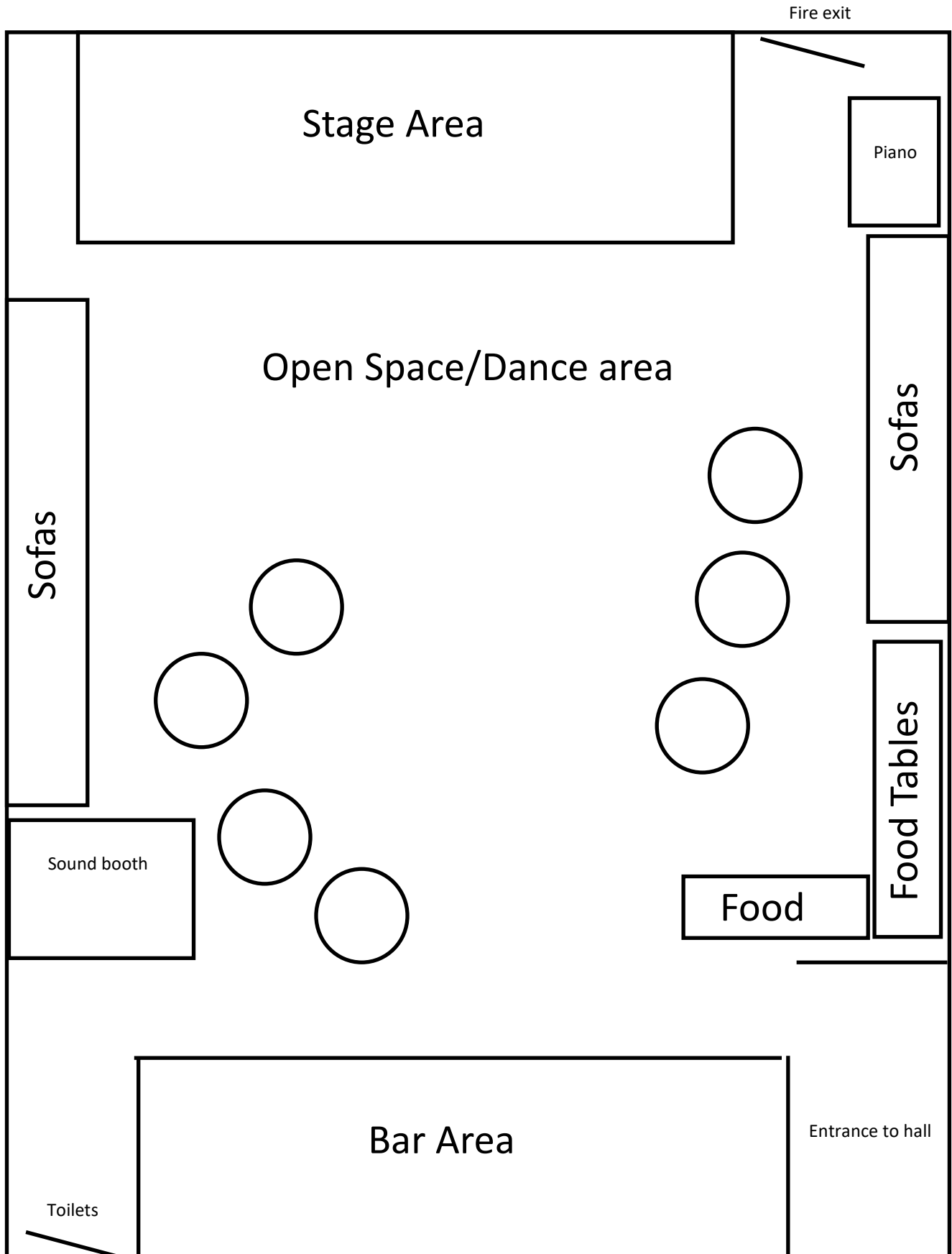


FIG 3 - EVENT WITH DJ ONLY

If you want to have a DJ then this is the layout and is best for 60-80 guests with a mix of sitting and standing. It leaves a small space for dancing.

Each round shape you see are small café tables that can have 4 chairs or less. Leaving a gap in between so people can walk to dance area. If you require food then the layout will be similar to FIG 2.

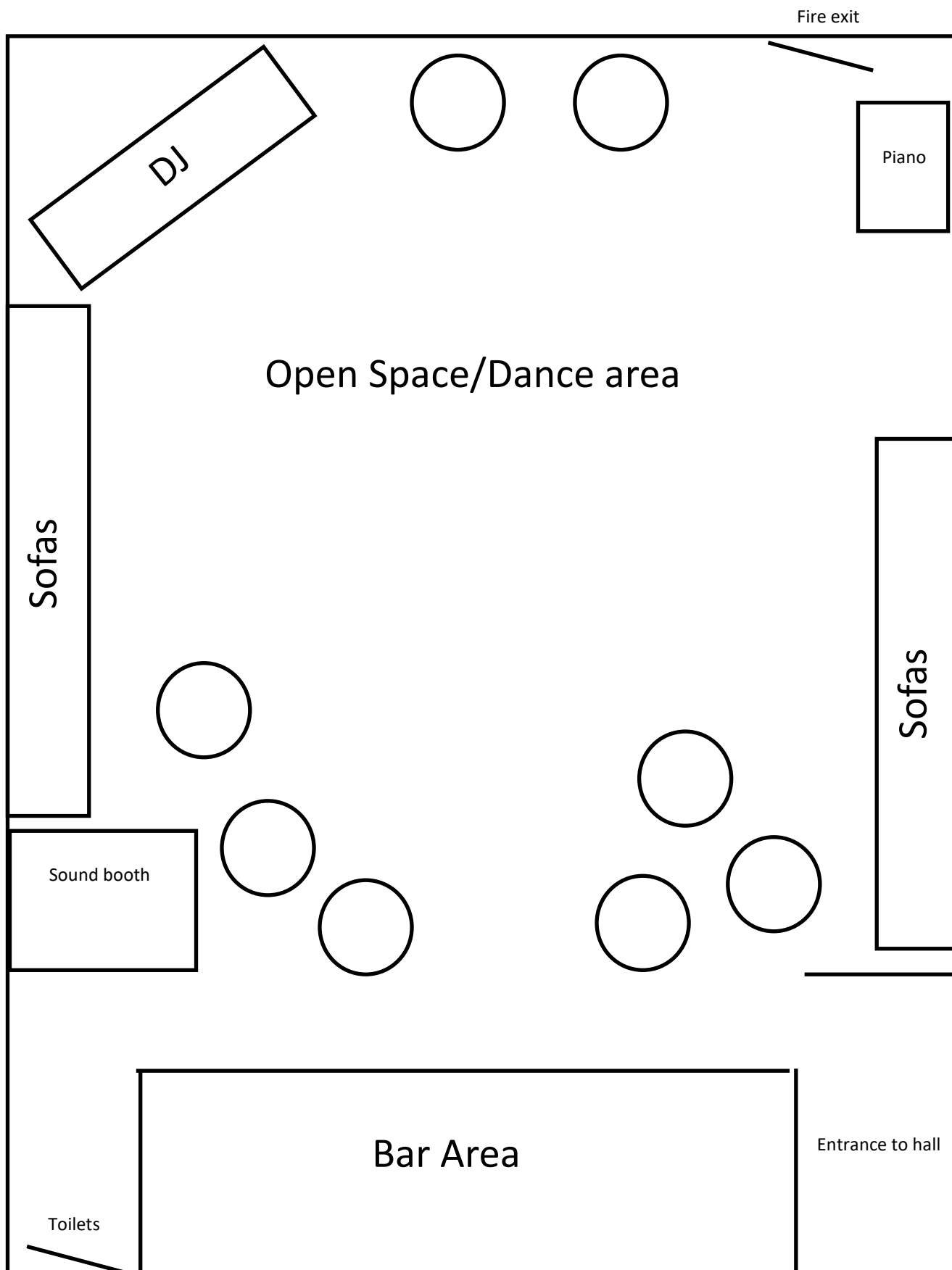


FIG 4 – LARGE ROUND TABLES

Our large round tables are designed for formal events and each table sits 8 people. Logistically it is hard to take these down half way through the night without inconveniencing guests but is possible. However, as our sofas need to remain in the room space can be a little tight if you use more than 6 tables.

Speak to us about how you would like to use this configuration.

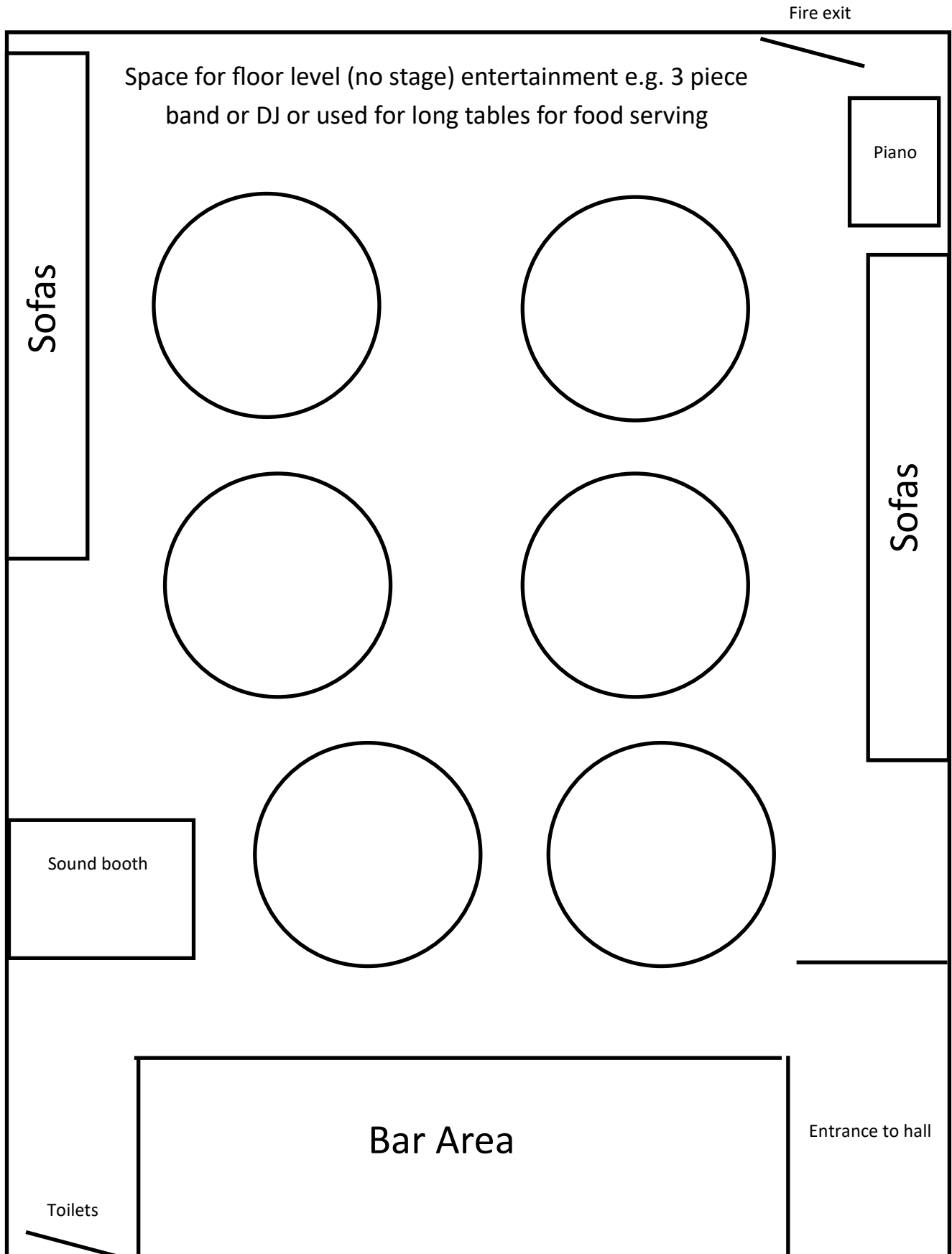
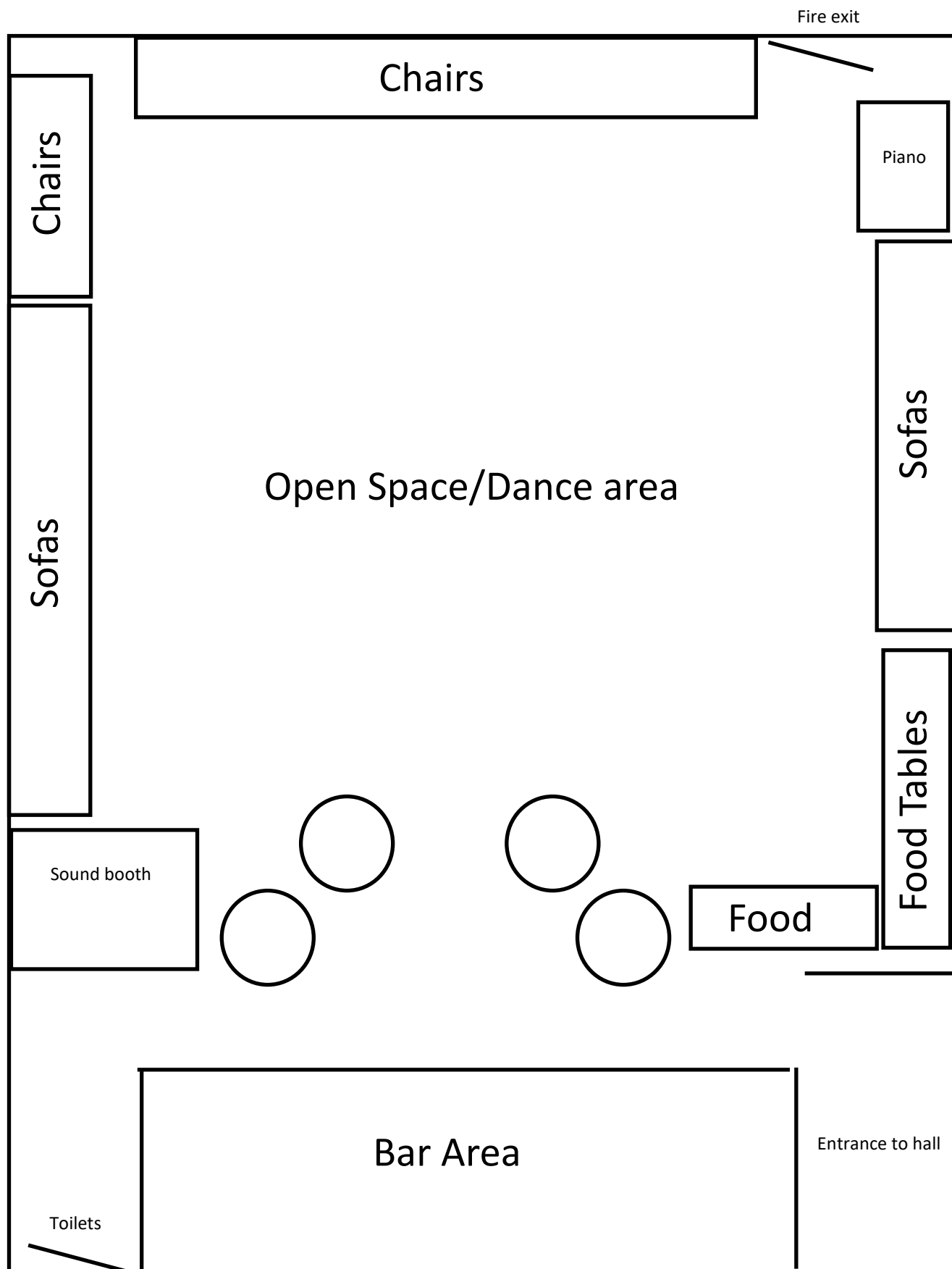


FIG 5—EVENT WITH GROUP DANCING (NO LIVE MUSIC)

Some hirers have had group dancing activities as part of their event such as a Ceilidh barn dance and Bhangra dancing. Others have included events such as tea dances, salsa and even line dancing.

Because space is required for people to dance wider apart than a traditional disco you are limited by the amount guest you can invite. It also means that there will be less seating and tables so your event will have to include a mix of seating and standing. For example, when we have Ceilidh dancing we limit it to 50. However, it is not uncommon for hirers to invite 60 knowing that not everyone will be dancing.



LOADING AND UNLOADING FOR CATERERS & ENTERTAINERS

We do not have any parking around our venue so your caterers and entertainers will have to drop off things and then move their cars to one of the many public car parks nearby. The image below shows two options.



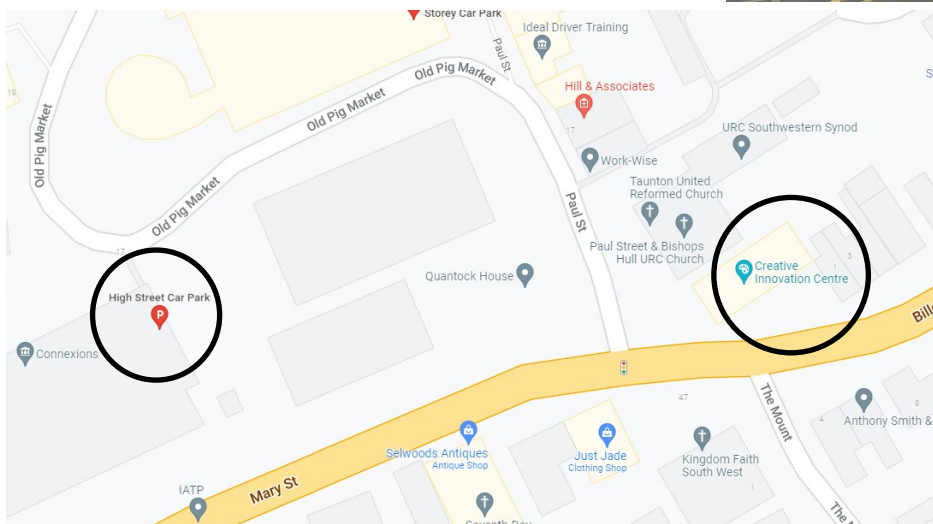
PARKING FOR YOUR GUESTS

If your event is during the day you can use the many car parks nearby such as the multistorey car park or High Street car park opposite the multistorey car park. Alternatively, there is short term parking opposite in the street called 'The Mount' but only has 8 spaces.

If your event is in the evening most of these car parks are closed except the lower level of the High Street car park. Do not park in the upper levels or else your car will be locked in overnight. The upper levels get locked at 7pm.



Above: image of High Street car park entrance



Left: Map showing High Street car park and CICCIC. Only 50 yards away.