

### **CECIL ROSEN HALL HIRE – INFORMATION**

BSPS is located in the heart of Edgware, North West London and is close to major rail, tube, bus and road/motorway routes. The venue includes an outside plaza area and a multi-functional hall. The Cecil Rosen hall is designed to meet the highest standards and benefits from temperature control, AV equipment, a projector/ screen and stage with lighting - all provided within the hall hire rate. The hall can be set up to meet any requirements, including receptions, lunches, conferences and seminars, and is flooded with natural light.

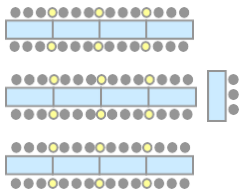
Please note mixed dancing is not permitted in the Cecil Rosen Hall.

### **ROOM CONFIGURATION OPTIONS**

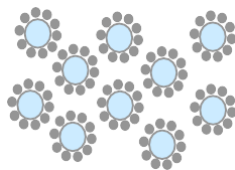
The hall can be used flexibly and allows a range of different configuration options. The hall is 18x14m. A dance floor and stage for a band takes up approximately 12x7m.

<b>Options</b>	<b>Maximum No of People</b>
Banquet Style - 23 Round Tables	230
Banquet Style - 15 Round Tables with dance floor	150
Reception without tables	400
Reception with 8 round tables	300
Theatre Style - Spacious Rows	350
Theatre Style - Maximum Rows	450

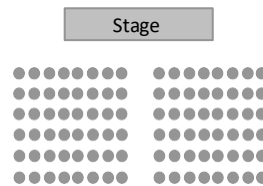
Classic Banquet Style



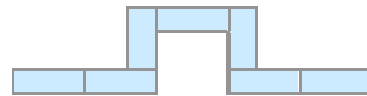
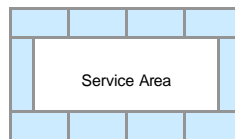
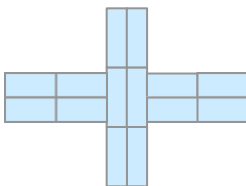
Banquet Style



Theatre Style

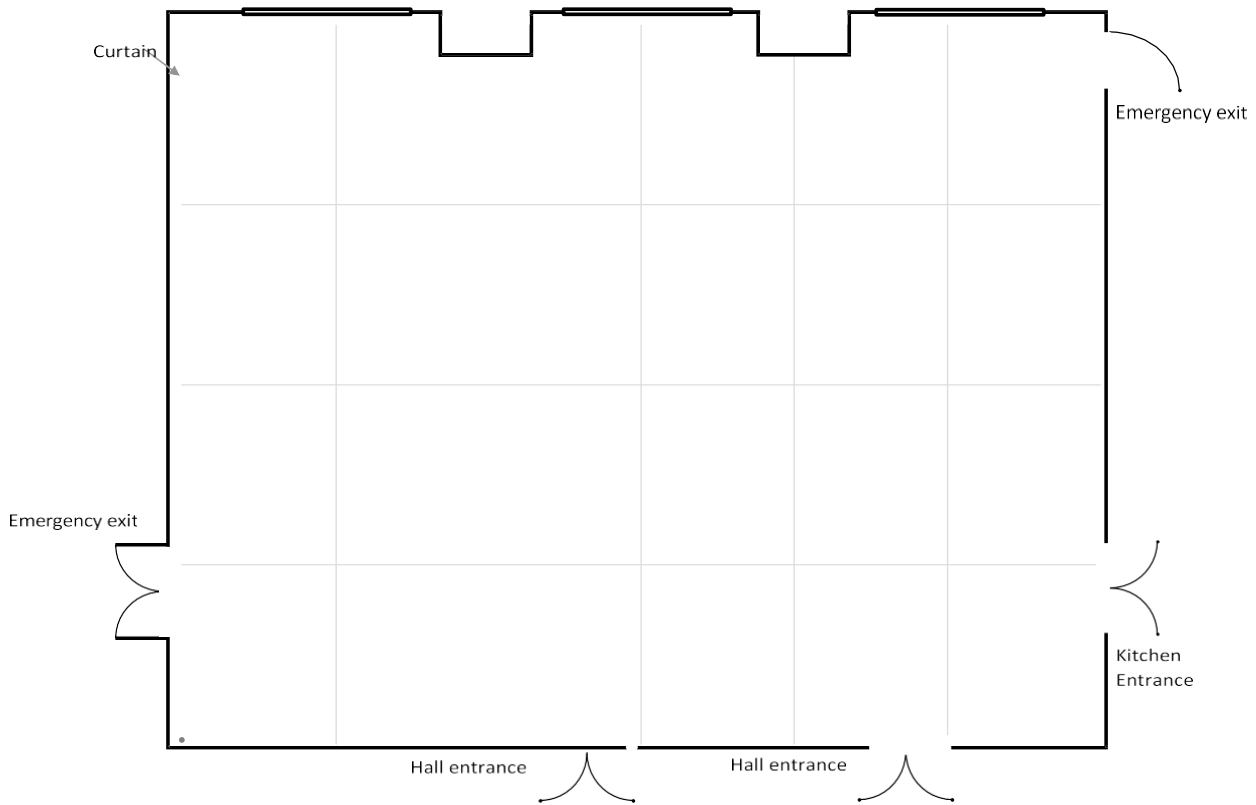


For a reception, there are multiple configurations of tables:



### **CATERING**

The BSPS hall has a fully functional kosher kitchen. The venue can also be used by London Beth Din, Federation Beth Din and Kedassia caterers. Kitchen apparatus can only be used for meat/parev and by Kedassia caterers or under an approved shomer with Kedassia food although other caterers can bring on site use their own apparatus.



## HALL HIRE COSTS

<b>EVENT TYPE</b>	<b>COST (£)</b>	<b>COST (£) EAYC member or BSPTS parent</b>
Sunday, Motze Shabbat, Seuda leading to Motze function (access 5h prior to start of function)*	1350	1250
Weekday term time (access from 5pm), Friday night dinner/ oneg/Shabbos lunch/seudah	1150	1050
Weekday - non-term time only	1350	1250
All day conference – non-term time only (access from 9.00am-7.00pm)*	1550	1550
Beis Hamedrash for davening (by prior arrangement only)	100 per hour	100 per hour

\* Earlier and later access can be arranged at an additional cost of £100 per hour

In addition to hall hire, there is £100 fee for waste collection.

£200 deposit is payable to secure your booking. This is in addition to the hall hire fee and will be refunded to you after your event providing no damage has occurred during hall hire, the plaza was not left littered and suppliers have collected their equipment at agreed times, function finished at agreed time and everyone vacated the venue by midnight.

## MAKING A BOOKING

The following procedure should be used when making a venue booking:

- Contact the Hall Hire Coordinator to discuss your arrangements, check availability and visit the school, if you wish.
- Complete and return the event booking form together with the deposit. By signing the event booking form you are agreeing to the Standard Terms of Use.
- The Hall Hire Coordinator will send you an email confirming your booking.
- Bookings can be confirmed 12 months before the event.

## **FREQUENTLY ASKED QUESTIONS**

### **What is provided with my booking?**

The following is included in the venue hire rate:

- Stage
- Temperature control system
- Giant iPad
- Maximum of 16 x 5ft round tables, 10 rectangular trestle tables, 230 banquet chairs
- Use of kitchen
- Outside plaza area
- Coat rails and hangers for 150 coats
- Cleaning of the hall and site (not kitchen or plaza) after the event
- A security guard during the event
- A BSPS Hall Hire Coordinator
- Caretaker on site during set up and clear up of function
- The booking is for the use of the hall and the non-exclusive use of the plaza (weather permitting) only and does not include the use of the rest of the school. There may be some instances where the school holds a separate event in a different part of the school. As there is only one main entrance, both event guests and school guests will be using the same entrance. The school will advise the client if a separate event will be held.

### **How big is the hall?**

The hall measures 18x14m which is suitable for 23 x 5ft round tables seating a maximum of 230 people. A dance floor and stage is approximately 12x7m which would leave space for 15 x 5ft round tables catering for 150 people.

### **When can I start setting up for my event?**

Your booking form will provide BSPS with the times you wish to access the site. A site caretaker will be on site at those times. If the school is not able to accommodate the access times you have requested, this will be made clear at the time of your booking.

### **Shabbos Lunches**

When booking a Shabbos lunch, your caterer will be able to access the kitchens and small area of the hall from 9.00am on the Shabbos morning. The main part of the hall will be available from 11.45am. We suggest you do not start your simcha before 1.00pm to enable sufficient time to set up the hall after access is granted. The hall has been set up this way several times and we can share our experience with your caterer to ensure a smooth and swift set-up process.

### **Can the plaza be used for my function?**

Yes, the use of the plaza is included in the hire of the site. However, the plaza can only be used for:

- Reception drinks where the drinks table is manned by the catering staff
- Finger food but not food served on a plate
- Games under the supervision of an adult or madrich. Ball games are not allowed under any circumstances. BSPS takes no responsibility for injuries as a result of using the plaza
- An additional cleaning charge may apply if the plaza requires cleaning, in particular if there are food/other stains on the plaza floor requiring pressure washing. Cleaning of plaza is charged at £100.

### **Can the Beis Hamedrash be used for davening?**

The Beis Hamedrash can only be used for davening either during or after your function by prior arrangement with the school only, at a cost of £100.00 per hour.

### **What security is provided?**

On the basis of your event, BSPS will decide what security provision is required. Security personnel will be on-site throughout your event. Costs for one security guard are included in the hall hire costs. If additional security guards are required, these will be charged at an hourly rate from 30 minutes before the event begins until 30 minutes after it finishes. Security is charged at cost price which is £25 per hour (including VAT) on weekdays and weekends.

### **What are the parking arrangements for the site?**

BSPS has a car park which can be used by approximately 6 cars. You can use this space as you require. There is a large amount of on-street parking in the area.

**What condition will the site be in when I arrive?**

The site, rooms and corridors will be clean and presentable. Access to the staircases and playground will be blocked. The hall will be empty of all school equipment. A curtain will hide the wall climbing equipment. All doors to storage cupboards will be locked.

**When can equipment be delivered to the site?**

The delivery of equipment and access to the site before a weekend event will be decided on a case by case basis and at the discretion of the school. This is because the school operates during the week and disruption to children's activities must be kept to a minimum.

**What are the site access times for delivery to the site?**

Should clients require delivery of any items for their event, arrangement can be made with the school for delivery during the day. Generally deliveries can be made during the week after 4.30pm. This should be arranged with the event's coordinator.

**Access on Friday for a Shabbos function**

Deliveries can only take place from 30 minutes after the school closes. Where possible, the event co-ordinator will be on site to receive the deliveries but an additional charge of £30.00 per hour will be added to any final bill.

**Who sets up the room?**

The BSPS caretaker will bring the required number of tables and chairs to the hall. It is the responsibility of the caterer to set up the hall as requested by the client.

At the end of the event, it is also the responsibility of the caterer to break down the tables and to stack chairs in tens. We would request that the caterer assists the BSPS caretaker in moving the chairs/tables to their storage.

**How big is the stage?**

The stage is fully configurable and can be built specifically to your required size. Each stage block is 75x75cm in area and we can provide 8 low blocks (24cm high) and 8 medium blocks (35.5cm high). An 8 block higher stage (55cm high) can also be created using the low and medium blocks. The stage comes with stairs and a guard rail at the sides and back. We can set-up several stages in different parts of the hall as requested by the client. For example, a larger stage for the band next to the dance floor and a smaller stage for speakers near the host's table.

**What if I need more tables?**

Additional round or trestle tables can be hired by BSPS. This is charged at cost price. Alternatively speak to your caterer.

**Does my caterer need to clean the kitchen?**

Yes. Your caterer is expected to leave the kitchen and all equipment in the manner and condition it was found. BSPS cleaners will only clean the hall/site. There is £100 fee if the kitchen will require additional cleaning.

**Can the emergency exits in the hall be used for entry?**

No, only the internal doors can be used to enter and exit the hall. The emergency exits are for emergencies only.

**Where can I put my table plan/cards?**

The school can provide a trestle table

**Can the notice boards in the foyer area be covered?**

No, this is not possible.

**Where can I feed a baby?**

Provision can be given for mothers to feed babies. Please speak to the caretaker who can provide a room. Please note that only the mother and baby are allowed access to the feeding room as this part of the school is locked to all other guests.

**Where does the band sit and eat?**

If there are more than 4 band members, an area will be provided for them to eat/relax. BSPS must be informed in advance if the band requires an area. The caretaker will show them the area.

**Is there a First Aider on site?**

No. The school does not provide a first aider.

**Can you smoke on site?**

The site operates a no smoking policy within and outside the building. As a public building the school could be subject to a £10,000 fine. Any fines will be passed to the client.

**I have a disabled guest where can they park?**

Access is available in the school car park. Please confirm this with the event coordinator in advance of the event to ensure space is available

**Does the school have a Mechitzah?**

No. This must be supplied by the client or the Hall Hire Coordinator can assist you in sourcing one.

**Can I dim the lights at BSPS hall?**

No, you cannot dim the lights. We recommend hiring uplighters to create a nice atmosphere for your simcha. Ideally 24. The BSPS Hall Hire Coordinator can assist you with booking those.

**I have a Kiddush booked for Shabbos (EAYC member), who do I speak to?**

All Kiddush bookings are made with EAYC. BSPS are not involved and it is entirely an arrangement between yourselves and EAYC.

**How are damages defined?**

The site experiences wear and tear during private functions. However, items that are specifically broken or damaged as a result of activity at an event are charged to the client. A site inspection takes place before and after to every event.

**Can I bring in a smoke machine or similar?**

The hall has optical smoke detectors. The hirer is not allowed to bring in any machinery which could cause these to be triggered.

**Can I dance/stand on chairs and tables?**

Under no circumstances can the tables be used to stand on for any purpose. This invalidates the school's insurance and any damage/injury is the direct responsibility of the host.

**Are there any extra charges?**

An additional charge of £30 per hour will be applied if collection of any equipment is required on a Saturday night or Sunday.

**What does the BSPS Hall Hire Coordinator do?**

An hall hire coordinator is responsible for agreeing your requirements for the hire of the venue and ensuring those requirements are met. On average, the coordinator works approximately 5 hours to liaise with you and your caterer/band/etc. An additional charge of £40 per hour may be applied if this time is exceeded – this will always be agreed in advance.