



**Refettorio**  
*Felix*

at St Cuthbert's

## FAQs for Venue Hire

### **When is the venue available to hire?**

The venue is available from Monday to Friday evenings only. At weekends, the venue is free to hire all day and night.

### **How many guests can RF host?**

There is space for a maximum of 100 guests seated at tables and between 100-150 standing or in theatre style. We have 11 tables in the main hall and up to 100 chairs.

### **What time can I stay in the venue until?**

From Sunday to Thursday, hirers can stay in the venue until 11.30pm and on Friday and Saturday until midnight. This is due to the venue being in a residential area. This means that everyone needs to be out and tidying up to be completed by this time.

### **Where's your nearest public transport?**

We are also 5 minutes' walk from Earl's Court Tube station.

### **Can I bring in outside caterers?**

Hirers can bring in external caterers. We also can provide in-house catering for formal seated meals and more casual hot and cold buffet events.

### **What equipment is available to hire?**

We have two wireless microphones and a PA music system. We do not have a projector.

### **Can we use your tableware?**

Our tableware is available to hire including plates, bowls, cutlery and tumbler glasses (3 different sizes). We also have tea cups and an urn. We do not have wine glasses, a coat rail or table cloths.

### **Can we use your linen?**

We allow use of our linen napkins and aprons but charge for external laundering at 12p per napkin + VAT.

### **Is there somewhere to store any delivery items in the run-up or after my event at RF?**

As we run a day-time drop-in centre, we cannot provide storage space or take responsibility for the hirer's belongings or deliveries. Deliveries must take place within the hire period.

### **What dimensions is the hall?**

The entire hall measures 2859ft<sup>2</sup>. Tables measure 220cm (length) by 94cm (width), by 73cm (height.)

### **Is there free WIFI at the venue?**

Yes. The network is MY PC NETWORK and the password is: j7zk-w650-mo1p

### **We don't want to clean up everything ourselves. Can you help?**

We can organise cleaners to come after your event who charge £12 per hr within office hours and £15 outside office hours (minimum five hours).

### **Do you have disabled access?**

Yes we have a new disabled access lift fitted and one disabled toilet.

### **Do you have an alcohol restriction?**

We don't have an alcohol licence but allow for BYOB as long as no alcohol is being sold on the premises. For a sale of alcohol, the hirer needs to apply for a TEN temporary license.

### **Is there parking on site?**

We are located on a private road with four clearly marked parking spaces available for public use outside. There is also a large Tesco a few minutes' walk away with a free car park.