



**Q. How do I Book?**

A. Email [office@pbhalls.co.uk](mailto:office@pbhalls.co.uk) with your name, address and date of event. A contract and invoice will be issued and after you pay the deposit and return the contract, your booking is confirmed.

**Q. What is included in the cost?**

A. The hire of the building or rooms as designated in your Contract along with tables and chairs and the services of a Duty Caretaker on the day of your hire.

**Q. How many people can you accommodate**

A. The maximum capacity is 150 people. Each room has different capacities depending on the layout, purpose and furniture used. You can find out more [here](#). Please note that capacity may be restricted in certain circumstances. If large numbers are expected, PBH may require a Master of Ceremonies to be employed.

**Q. How do I start to plan my day?**

A. Please read all the FAQ's, Terms & Conditions and Decor Guidelines, they will help you plan for a fuss free day. We will also Invite you to visit the Halls when completing your checklist to ensure your plans can be accommodated. We recommend you choose our preferred caterers and other suppliers as they have the experience of working regularly at the Halls and know how to provide you with a memorable day. PBH is unable to provide wedding planning services, however many of our approved caterers can do this or you may wish to engage the services of our preferred [Wedding Planner](#).

**Q. What are the dimensions of the Halls?**

A. Maxwell Hall 14m x 7m (Stage 6.5m x 3m)  
Stirling Hall 6.5m x 8m  
Clifford Hall 15.5m x 7.5m  
Loggia 11m x 4m

**Q. What furniture do you provide?**

A. 3 x 6ft round tables which seat 10-12 people, (Ground floor only)  
8 x 5ft which seat 8-10 people (Ground floor only)  
28 x 6ft x 2.5ft trestle tables which seat 6 people.  
130 x red and gold Cheltenham style banqueting chairs, or cream/white lime wash style Chivari chairs

**Q. What staff will PBH provide**

A. A caretaker will be on duty for the duration of your hire. The caretaker's role is primarily the security of the building and safety of all patrons using the building. They have the final say on all matters that concern the building and safety.

**Q. Who sets up the furniture?**

A. If there is to be a ceremony, PBH staff will set out the chairs in way that you have indicated. For dining, your caterer will set up the tables and chairs and also turnaround for an evening service. If there is a bar service, the bar staff will collapse tables and stack chairs at the end of your function, otherwise this is the responsibility of your caterer.

**Q. What is the best table plan?**

A. This will depend on your numbers and what type of tables you want to use. Please see [here](#) for some suggested layouts.



**Q. Who will make sure things go smoothly on the day?**

A. So that you can relax and enjoy your day, we ask you to nominate a member of your party to be on hand if our Duty Caretaker needs to speak with someone.

**Q. Are children allowed?**

A. Children are very welcome at the Halls; we do ask that they are under adult supervision at all times.

**Q. Can I decorate the Halls?**

A. Absolutely! As we are an A listed building there are some guidelines you need to follow so that there is no damage to the building (and repair costs for you). You can find the guidance on decoration [here](#)

**Q. Are we allowed to bring electrical equipment?**

A. Of course! You are very welcome to bring electrical equipment to the Halls. Please ensure this is PAT tested before bringing this. It is the hirer's responsibility to ensure the equipment is PAT tested and will be liable for any repairs that may be needed if the equipment has not been tested.

**Q. Do you have a PA System and Microphone we can borrow?**

A. The Halls do not have a PA System and microphone available, but you are very welcome to source one for yourself. We ask that this is PAT tested. The Maxwell Hall carries voices really well and so most people opt to project their voice rather than sourcing a microphone. The halls also have a Bluetooth sound bar that you are welcome to borrow. It has an excellent volume range and is simple to connect.

**Q. Can I use real candles?**

A. Unfortunately naked flames are not permitted in the building. We can recommend LED candles, they are very effective. There are a selection available at the Halls that you can use with prior arrangement– just remember to bring batteries

**Q. Are we allowed to have confetti?**

A. Confetti is permitted to be used outside only and should be biodegradable Confetti cannons or table confetti are not permitted on site. In the event that other confetti are used or decorative debris and flowers require to be cleared away and recycled a charge of £40 will be applied.

**Q. Is there somewhere I can leave gifts?**

A. PBH can provide a space for Clients to leave personal effects and presents. These items should be removed at the end of your Hire period unless alternative arrangements are made in advance. PBH will not be held responsible for any gifts/belongings left behind.

**Q. Can I bring my own drinks?**

A. Please contact the [Bar Operator](#) to discuss your drink requirements. No other bar is permitted on site. Clients must ensure that guests do not bring their own alcoholic drinks. Guests doing so will be asked to leave. If any guest consumes alcohol to the point they present a safety risk to themselves and other guests, they will be asked to leave the premises.

**Q. Can I use a Caterer of my own choice?**

A. PBH has a list of [Approved Caterers](#) who we have an arrangement with for use of the facilities at the Halls. Occasional caterers can be used but a charge applies for kitchen hire and checking of regulatory information. This charge is currently £400.



**Q. I have some guests who smoke, where can they do this?**

A No smoking or vaping is permitted inside the building. There is a designated smoking area at the front of the building outside to the right hand side and outside the Loggia. Receptacles are provided for the disposal of cigarette butts.

**Q. What are the timings for the day?**

A This is really up to you to decide what suits you but we recommend you discuss the times with your caterer as they will be responsible for the arrangements on the day.

A typical wedding day looks like:

1000-1200 Optional access for set up  
1200 Caterer/Bar/Décor set up  
1300 Celebrant arrival  
1330 Guest arrival  
1400 Ceremony – Maxwell Hall  
1430 Group Photographs - Outside  
1500 Drinks Reception – Loggia  
1630-1700 Guest Call for dinner  
1700-1930 Dinner/Toasts/Speeches/Cake  
1900 Evening entertainment set up - Bar & Stirling Hall open  
1930 Evening guest arrival  
2000 First Dance  
2130 Buffet  
2200 Caterer Depart  
2330 Last orders at the Bar  
2345 Bar closes  
2355 Last song  
0000 Carriages  
0000-0100 Removal of decorations

**Q. Can I have a fireworks display?**

A No, fireworks are not permitted, either indoors or outdoors.

**Q. Can I access the Lodge House earlier?**

A This may be possible depending on other bookings. Please contact our office to check availability.

**Q. Can I use the Pianos in the Halls?**

A. You are very welcome to use the Pianos in the Maxwell Hall & Stirling Hall. These Pianos cannot be move from their current position.

**Q. Where can my guests park?**

A. There is street parking available in the surrounding areas. We recommend that you do not direct guests to park in the crescent in front of the building as this will be required to be kept clear for suppliers to make deliveries and you may wish to keep it clear for group photographs. For guests who are coming by public transport, Maxwell station is a short walk and for those who need a taxi home, we recommend them booking in advance.

