



## **FAQ for venue hire**

### **BOOKING A HALL AT EPAINOS MINISTRIES**

How do we book a hall at Epainos Ministries?

**Epainos Ministries has 2 halls on site and 2 break out rooms. Lichfield Hall (£81 per hour) is to the rear of the building and can accommodate up to 200 people seated. The HAC Bow, to the front of the site (The Heritage & Arts Centre Bow £200 per hour), can seat up to 300 people.**

**Please contact [info@thehac.org](mailto:info@thehac.org) or call 0208983 4416 for additional help and to organise a private tour of the site.**

What is the address for Epainos Ministries?

**Venue Hire, Epainos Ministries, (New Testament Church of God), Lichfield Road, Bow, London, E3 5AT**

**Email: [info@thehac.org](mailto:info@thehac.org)**

**Telephone: 020 8983 4416**

How do I access Lichfield Hall and the HAC Bow?

**Entry to the site is via Lichfield Road, London, E3 5AT. Keep left on entering the car park, you'll see a double white door, ring the buzzer for entry.**

### **PARKING ON AND OFF SITE**

What's the parking situation i.e., can we park on site?

**There is parking on site to the right of the car park which can be accessed from Lichfield Road E3 5AT**

### **GENERAL QUERIES**

What are your opening times?

**Opening time on the Friday 7pm - 11pm, and on Saturday from 9am – 11pm. Other week days we are open for bookings from 9am – 11pm.**

Can we access the hall earlier than 9am?

**Yes, accessing the hall before 9am is fine; our Caretaker will be able to work within the times you need to be on site.**

Can we hire the halls up to midnight or later?

**No we have an 11pm closing time that is not negotiable.**

What are your hourly rates?

**Lichfield Hall is £81 per hour and The HAC Bow at £200 per hour.**

What is the dimension/size of Lichfield Hall?

**Length – 18.4 metres**

**Width – 12.2 metres**

**Height -4.07 metres**

**Can we fit a Bouncy Castle in the space?**

Yes, you can fit a bouncy castle size 5.0 metres sq. into the space

How many tables do you have?

**We have 10 round tables seating up to 9 people per table and 7 trestle tables (6ftx2ft). You can hire in additional tables as needs be.**

How many chairs do you have?

**We have a variety of chairs i.e., approximately 250 chairs.**

Is it okay to bring our own decorations?

**Yes but no screws or nails can be driven into any walls or furniture in the halls.**

Can we have music in the hall?

**Yes, and you are also able to have live music in this space (there is now a decibel limit in place i.e., 80db TBC.**

Do you have a caretaker/ responsible person on site during events?

**Yes we have Caretaker/ Events Team Member on site during each event. Please read our Terms and Conditions for further information.**

Do you have disability access to Lichfield hall?

**Yes we have to Lichfield Hall. We have been fundraising to ensure that our building is inclusive but the HAC Bow cannot be accessed for disabled users; there are 5 steps at the Morgan Street entrance which prevent entry.**

Do you have any baby changing facilities?

**There is a disabled toilet which can be accessed from our Lichfield Hall entrance and a baby changing area forms part of that room.**

### **KITCHEN EQUIPMENT AND USE**

Can you give me a list of the working equipments in the kitchen please?

**Industrial cooker, large fridge, freezer, deep fat fryer, dishwasher, electric oven, gas oven, cooler, microwave, extractor fan, 2 large sinks,**

Can I bring my own caterers?

**Yes you can but have a discussion with the Events Team before completing the Booking Form.**

What is the dimension/size of the Kitchen space?

**Length – 4.95 metres**

**Width – 4.3 metres**

What's the cleaning protocol, do we need to clean before hand and after?

**The space will be cleaned by the previous user. You will need to clean up after your event. An alternative is to use our cleaners for an extra cost if you wish.**

### **ADDITIONAL FACILITIES**

Do you have Toilets?

**We have disabled toilet at the entrance to Lichfield Hall, female toilets with 4 cubicles, male toilets with 3 urinals and 2 cubicles towards the HAC Bow rear entrance.**

Do you have changing rooms?

**Yes we have 2 extra rooms which can be hired as changing rooms or breakout rooms. Please speak to the Events Team about the individual rates for these rooms.**

Do you have a PA system?

**Yes we do in Lichfield Hall. We have a PA assistant who mans this desk and who charges £20 per hour.**

Is there a sound curfew/sound limiter?

**10pm on the day of your booking with all guest off site by 11pm**

### **THE HAC BOW FACILITIES**

What is the dimension/size of the HAC Bow's space?

**Length – 36.6 metres**

**Width – 16.0 metres**

**Height -13.1 metres**

Are there light fixtures?

**No there are no light fixtures in Holy Trinity church only sockets fed by extension leads around the inside of the church.**

Will we be able to use the HAC Bow centre after sundown in the winter?

**Yes if your event is held during day light but you will need to hire in extra lighting during the early evening. You may need to hire 4- 6 up lights for that period: we have 4 up lights already in place. You may also need to consider LPG space heaters for this space.**

Do you have an alcohol license?

**No, we don't but all alcohol can be consumed in the HAC Bow: we do not have a license to support a bar but you can apply for a temporary one for your event.**

Do you have a PA system?

**There is no PA system in the HAC Bow centre.**

Is there a sound curfew/sound limiter?

**10pm on the day of your booking with all guests off site by 11pm**

Can we enter the HAC Bow from Morgan Street E3 5AA?

**Yes but please speak to our Caretaker/ Events Team to ensure the gate is open. Otherwise please enter from Lichfield Road, E3 5AT.**

When can we see the property?

**We are generally on site at these times Sundays at 1pm, Tuesdays from 11am - 6pm, Saturdays at 10am**

### **ORGANISING A PAYING EVENT**

Will we need to apply for a Temporary Event Notice to organise a ticketed event?

**Yes you will need to successfully apply to Tower Hamlets Council for a TEN before we can confirm your booking.**

[https://www.towerhamlets.gov.uk/ignl/business/licences/alcohol\\_and\\_entertainment/temporary\\_events\\_notice.aspx](https://www.towerhamlets.gov.uk/ignl/business/licences/alcohol_and_entertainment/temporary_events_notice.aspx)

And your general rules about the property please?

**Please read the Terms & Conditions for details. You can also speak directly to Glenroy**

**Merchant our**

**Facilities Manager**

**Epainos Ministries,**

**New Testament Church of God**

**Lichfield Road**

**London**

**E3 5AT**

**Tel: 0208983 4416**

Do you have pictures you can share? **Please visit <https://thehac.org/projects> for photographs.**

**Please also connect with us on Twitter - @TheHACBow | Instagram - @thehacbow**

**| Trip adviser - @The HacBowVenue |**