

The Lounge

— at Old Church House —



Available to hire for a wide range of special events

The Lounge

at Old Church House

Private and fully air-conditioned, The Lounge at Old Church House can accommodate up to 64 guests for all occasions including wakes, baptism celebrations, civil funerals, birthday parties, community events, business meetings, mini conferences, civil weddings and wedding receptions.

The room is tastefully decorated in calming blues and whites and is beautifully laid out. Seating is a comfortable combination of sofas, chairs and upholstered stools. Furniture can be rearranged to best suit the event taking place. The Lounge has French doors leading into a tranquil courtyard garden.





The Courtyard

The secluded courtyard garden is home to a relaxing water feature, surrounded by seating and beautiful planting. Parasols are available to shade guests during the summer months.

The courtyard has a smoking area and a receptacle for cigarette ends, should you or your guests wish to smoke.

Please note that smoking is permitted in the courtyard garden and not at the front of the premises – this is for the comfort of all our guests.



The peaceful courtyard provides an outdoor space for a breath of fresh air and quiet reflection.

In dry weather, it acts as a seamless extension to The Lounge.



Facilities

The Lounge features a television on which photos and videos can be played via a USB memory stick. The set also has HDMI and SD card ports. Additionally, guests have access to onsite Wi-Fi and a Bluetooth-compatible music system.

We are also happy to provide a projector, screen and flipchart upon request. Please advise at the time of booking if these are required.

Writing pads and pens are available for meetings and conferences.

The Lounge is served by two unisex toilets, one of which is wheelchair accessible, has baby changing facilities and is equipped with a toddler seat.

For babies, we are able to provide a highchair and are happy to warm baby food and bottles.

A toy box with books, toys and jigsaws amongst other items, is available for younger children to use.



Catering

Our experienced, five-star hygiene rated caterer is dedicated to providing top-quality food to suit all dietary requirements and preferences.

Emma Baker Catering has worked with us since 2006 and always provides delicious food and a superb service. Our caterer and her team will work quietly and efficiently to serve your guests in the manner that you require.

We pride ourselves in being able to cater for all diets with a constant stock of non-dairy milk and gluten free crackers and biscuits. We always have de-caffeinated coffee and tea available, and also offer a selection of hot drinks including green tea, camomile, mint, lemon and ginger and a range of fruit-infused teas.

We offer a range of menus, all of which can be adapted to accommodate individual preferences. Set menus can be found at the back of this booklet and include a choice of freshly prepared hot and cold buffets, delicious vegan and vegetarian buffets, BBQ buffet, children's party menu, a selection of canapés, afternoon tea, continental breakfast, or simply tea and cake.

Sparkling and still wine, in addition to sherry, beer, cider and soft drinks, are available to purchase by the bottle. Please ask if you would like to select something different, such as a welcome drink on arrival, a champagne toast, spirits or something completely different.

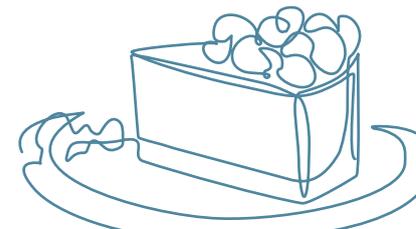


Please inform us 48 hours before the event of your requirements. There is a list of our usually stocked alcoholic and soft drinks at the back of this booklet. A corkage charge is applicable in the event that you wish to bring your own drinks.

A chilled water dispenser is available for all guests of The Lounge to use.

Our caterer will tidy away all plates and cups and deal with the washing up leaving you free to mingle with your guests and make the most of your time in The Lounge.

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at Old Church House



Extras

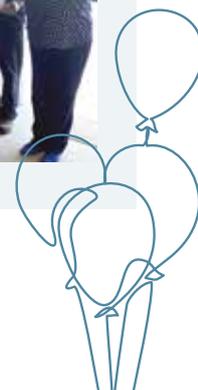
For parties and special events, we are happy to provide decorations, bunting, personalised signs and floral arrangements.

Flowers can be placed in small vases and/or one large arrangement. Our florist will speak to you directly to confirm your requirements.

For business events, furniture can be arranged into a conference setting and a projector, screen, flipchart, name tags and sign-in list will be provided if required. The television and/or projector can be linked to a laptop for presentation purposes. Pens, pads, mints and still spring water will be provided for all business events as part of our catering package. Please advise us of all your equipment requirements at the time of booking.

For civil (non-religious) funeral services, The Lounge can accommodate up to 45 mourners. Whilst mourners attend the crematorium or cemetery, we are able to prepare the venue for post-funeral refreshments.

For an intimate wedding, we can accommodate 45 seated guests with a range of food options to follow. Our beautiful courtyard is lovely for photos, as is our side garden with the backdrop of the Old Church. Alternatively, Mary Stevens Park is less than five minutes away.



Car parking

Car parking can be accessed from our main South Road entrance or via our entrance off Glebe Lane.

There is a disabled parking space to the front of our premises with a ramp for disabled access to all areas.

Hire policy & charges

The Lounge has a room hire charge, based on the day, time and duration of the booking. Please see our enclosed leaflet for current charges.

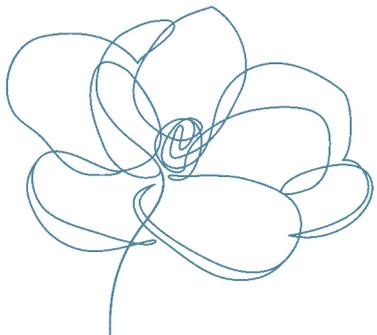
For funeral catering, there is a minimum hire of two hours. For parties, business meetings and any other events, the minimum hire period is three hours.

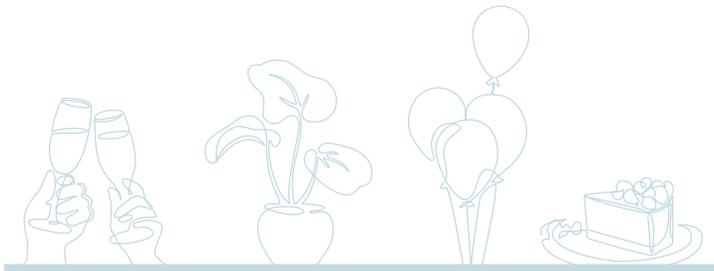
The Lounge hire charge is payable at the time of booking. If you wish to cancel or change a booking, this needs to be done at least 48 hours before the event. We reserve the right to charge for the original catering and numbers requested, if you should reduce the numbers within 48 hours of the event.

Hire of The Lounge is available with the services of Emma Baker Catering only.

Please ensure that you have allowed time to say farewell to your guests, remove any items you have in the room and tidy the space.

Our caterer will tidy away any plates, glasses, cups and saucers as well as any cutlery used.





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