



Meridian Hall – Frequently Asked Questions

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| Wedding/Civil Service Capacity | 180 |
| Civil License | Yes - separate charge made by WSCC when you book the registrar Tel: 01243 642122 |
| Other Ceremonies Available | Yes |
| Sit Down Meal Capacity | 120 recommended 150 maximum (hirer to source additional equipment) |
| Parking | Yes – up to 90 spaces; free of charge |
| Disabled Access | Yes |
| Kitchen | Yes - no extra if minimum hire of 8 hours |
| Self catering | Yes |
| Provide Own Caterer | Yes - copy of Public Liability Insurance Certificate required |
| Crockery & Cutlery | Yes - with kitchen hire |
| Glasses | No |
| Licensed Pay Bar | Yes - £50 plus VAT (one off payment) Glasses provided & cleared Booked by East Grinstead Town Council |
| Bar Opening Times | Saturday: Closing time: 11:30 p.m. Sunday: Closing time: 10:30 p.m. |
| Provide Own Drinks | Yes - not when pay bar requested £100 plus VAT (one off payment): No corkage charge |
| Finish Time | Midnight: everyone vacated by 12.30 am |
| Entertainment | Yes - own arrangements to be made copy of public liability insurance required |
| Staging Blocks | Yes |
| Confetti | Yes |
| Candles/Fireworks/Sky Lanterns/ Smoke & Bubble Machines | No |
| Tables & Chairs | Yes - see floor layout |
| Table Linen | No |
| Decorations | Yes - On hooks provided only own arrangements to be made |
| Ceiling Drapes | Yes - supplied by East Grinstead Town Council only * |
| Set up / Clearance | hire charge is hourly & must inc. all preparation & clearance caretakers to set & clear away tables & chairs hirers to set & clear table decorations, crockery & cutlery |
| Deliveries | Yes - by prior arrangement only |
| Accommodation | www.eastgrinstead.gov.uk/tourism/accommodation.php |