

**VILLAGE HALL**  
**FREQUENTLY ASKED QUESTIONS**

**How much does it cost?**

See schedule of prices. A non-refundable deposit of £25 is required. A pre-authorisation damage deposit fee of £300 will be taken from your card when you collect the keys. This will be cancelled on the Monday/Tuesday after your booking once it has been confirmed that all terms & condition have been adhered to.

**How do I get in the hall?**

Please collect the hall keys from the Office on the Friday morning before your event (office hours 9am-12.30pm).

**Can I view the hall?**

Call the Office to arrange to view the hall. Hirers can view the hall once free of charge, but subsequent viewings must be paid for at the hourly rate. Availability of times to view is restricted due to the many groups that use the halls on a regular basis.

**What is the situation re catering?**

The hirer does his/her own catering or brings in outside caterers.

**Are BBQ's allowed?**

No, unfortunately BBQ's are not allowed anywhere on the premises.

**Do I have to lock up and can I leave things in the hall until the following morning?**

due to heavy demand for the hall, it is not possible to allow hirers to leave things in the hall after their booking. Hirers are expected to clear up after their event, take all items away with them and post the keys through the Office letterbox. Caterers should be informed that they must take away all their equipment at the end of the booking too.

**How many does the hall hold?**

Our maximum is 150 guests standing or 120 for a seated event.

**What are the dimensions?**

The hall measures 15m x 10m excluding the stage and side rooms. The ceiling height is approximately 5 metres.

**Do you supply crockery or cooking equipment?**

We have crockery for a place setting of: dinner plate, side plate, bowl, wine glass, and cutlery for 125 people for hire at £10. Cups and saucers for 125 are readily available at no charge.

**What facilities are in the kitchen?**

An all-electric double oven, 2 electric kettles, a fridge and a microwave. A fridge and freezer are available for you to use in the Bar Room as well.

**Do you have tables and chairs?**

We have 120 chairs and 20 x 6 feet long tables and 10 x 4 feet long tables (both 27.5 inches wide).

**What is the parking situation?**

There is parking for approximately 12 cars in the grounds but plenty of on street parking in front of the hall.

**Is the hall licensed for alcohol?**

Yes, the hall is fully licensed. The hirer does his/her own bar (we have a separate room where this can be set up) or brings in a mobile bar.

**What are the times the hall is available for hire? From**  
9.00am to midnight.

**Is the outside area included in the price?**

Yes, there is a small, fenced garden area (9.6m length x 7.5m width) behind the hall, that you can use which is accessed via the Bar Room. Bouncy castles are allowed outside (as well as inside the hall), but please check that the bouncy castle will fit into this small area.

**What about my rubbish?**

**All rubbish must be taken away at the end of your hire period and disposed of by yourselves.** Two black sacks are provided at the time of key collection. A minimum sum of £50 will be deducted from your damage fee if rubbish is left for the Parish Council to dispose of. T