

INFORMATION ABOUT HIRING THE VILLAGE HALL

- 1 **When hiring any part of the Hall, you are permitted entry to the hall one hour prior to your booking start time for setting up for your event, and one hour after your booking end time for cleaning and clearing away. These hours are granted free of charge, with no additional cost requested from the hirer.**
It is possible that at times of multiple bookings in any day, there may be a full or partial crossover of clearing up / setting up periods from one hirer to the next. Every effort is made to avoid this occurrence, and bookings will only be made resulting in such, with agreement of both booking parties, who will be contacted by the Booking Officer prior to acceptance of the second booking potentially giving rise to the clash.
- 2 **Strict maximum capacity 120 persons total** - large room 90 persons, small room 30 persons
- 3 Outside Lights key (yellow tag) is in the key cupboard adjacent left to front door as you enter the foyer
- 4 Outside lights for car park can be switched on by unlocking the cupboard adjacent right to front door as you enter. Switch at top of cupboard. When leaving, switch off and lock cupboard. Outside light is on 10 minute delay to go off, allowing safe exit from the car park.
- 5 Large room has 95 chairs and 17 tables. Small room has 24 chairs and 8 tables.
- 6 Chair and Table store is under the clock in the Large Room
- 7 **TABLES AND CHAIRS ARE NOT TO BE REMOVED FROM THE HALL**
- 8 Soft, pinboards are for hanging / affixing decorations or notices.
DO NOT FIX ANYTHING TO WALLS. NO BLUETAC OR ADHESIVE TAPE IS PERMITTED ON THE WALLS
- 9 Rooms may be hired separately and outside gates can be locked for security / privacy.

The Kitchen has a cooker, microwave, fridge, dishwasher, hot water urn, kettle and hot cupboard.
- 10 NB : Dishwasher power must be switched on 50 minutes before use and does NOT need detergents, as this is done automatically
- 11 Free use of cups, plates, bowls, cutlery (approx 50) etc that are in kitchen cupboards is permitted.
Please clean / load and start dishwasher on completion of use.
- 12 Formal white china, cutlery and glasses (100 place settings) is available for £10.00 charge.
Please order when booking.
- 13 There is an accident book and First Aid box in the kitchen
- 14 Baby change facilities are in the Accessible Toilet, access direct from the hall foyer. Please use nappy sacks provided and place in bin. BEFORE YOU CONCLUDE YOUR HIRE, REMOVE USED NAPPY SACKS FROM TOILET BIN TO THE EXTERNAL WHEELIE BIN (Clean bags in key Cupboard)
- 15 There is basic cleaning equipment in the Key Cupboard (brushes and vacuum cleaner). You are required to leave the Hall clean and tidy, ready for use by the next person. There is also a Comments Book in the Key Cupboard in which you may add any prudent comments regards your hiring.
- 16 Ensure floors are swept / vacuumed as necessary after use and kitchen is left clean and tidy.
- 17 Ensure toilets are flushed and clean
- 18 Ensure bins are emptied and waste appropriately placed in black, blue or green bins in bin store area outside kitchen door. **PLEASE HELP US BY SEGREGATING RECYCLABLE WASTE AND PLACING IN CORRECT WHEELIE BIN .** Notices advising of what goes in which bin are posted throughout the Hall
- 19 Close all windows, open curtains, lock doors and cupboards when you leave.
- 20 **Lock main door and padlock car park gates (and footpath gate if used)**
- 21 Please leave quietly and respect the surrounding neighbours

The Hall may be viewed by arrangement with the Bookings Officer or Mr Tom Footman (as below) at any mutually convenient time.

Keys to be collected from and returned to :

**Mr Tom Footman
42, Highfields Road
Highfields Caldecote**

**Tel No : 01954 - 210318
Mobile No : 07759 - 491711**

Booking Officer contact email :

caldecotevillagehallbookings@btinternet.com