



Thank you for booking the Village Hall

Below are a few 'rules' we ask our hirers to adhere to in order to keep the Garden Village hall a safe, clean and welcoming community space for all.

1. Ensure your guests park on the opposite side of the road to the Hall.
2. Do not go on the Bowling Green
3. You are welcome to use the garden area attached to the hall which can be accessed through the fire door.
4. The play equipment in the garden has been designed for ages 2 - 8. Children must be supervised at all times.
5. No climbing on any of the trees.
6. Please be aware that fires, fireworks and lanterns are not permitted anywhere in the Hall or grounds due to restrictions in our insurance.
7. The outdoor shed (to the left) houses 20 small children's chairs, six smaller wooden tables and some children's toys. Feel free to use these but return after use and in a clean condition. The key to the padlock for the shed can be found hanging in the kitchen.
8. Ensure the two back doors are locked upon your departure.
9. The Hall is run by volunteers, we don't have a caretaker so please leave the space in a clean condition and please follow the departure checklist.

We hope you enjoy the space.

Arrival Checklist

The person making the booking is responsible for the following:
1. On arrival
<ul style="list-style-type: none">• Ensure cars park on the opposite side to the village hall. Consider car-sharing, dropping-off and/or park considerately elsewhere in the village.
<ul style="list-style-type: none">• Enter 1066 code on the main gate combination lock. Ensure numbers are central and in line. Press the button on the bottom of the lock to open. Hang the padlock to the hasp on the inside of the gate.
<ul style="list-style-type: none">• Unlock the main Village Hall door – that faces the bowling green. The alarm should beep – if it doesn't it was left unset.• The alarm panel is immediately to the left as you go in. Enter 1379 alarm will stop.
2. Lights, windows and heating
<ul style="list-style-type: none">• The main hall light switches are next to the alarm panel immediately to the left as you enter the Village Hall
<ul style="list-style-type: none">• The key to unlock the windows is in the kitchen on the left-hand side
3. Kitchen
<ul style="list-style-type: none">• If you are catering, please bring you own tea towels.
<ul style="list-style-type: none">• Instructions for the appliances are in the second drawer below the hob.• The boiler produces 9 litres of boiling water. Please use kettles for small quantities of hot water.
<ul style="list-style-type: none">• If you are using the dishwasher, it is wise to leave a note on the door handle with the expected finishing time. It is quiet and therefore difficult to hear when it is in operation.
4. Rubbish and recycling
<ul style="list-style-type: none">• Replacement white bin bags are under the sink. Full bags should be put in the blue and green bins near the gate please.
5. Noise
<ul style="list-style-type: none">• Remember the Village Hall is in a residential area. Be considerate towards our neighbours with regard to the level of noise, especially if you have windows and or a door open.
6. Smoking and Vaping
<ul style="list-style-type: none">• Smoking and vaping is not allowed in the Village Hall and grounds.
7. Reporting problems
<ul style="list-style-type: none">• Emergency contact ONLY – Audrey 07779 331761

Departure Checklist

The person making the booking is responsible for the following:
1. Stacking chairs and tables
<ul style="list-style-type: none">All grey chairs stacked four high, with seats facing the wall - as shown in photograph 1 in the hall.
<ul style="list-style-type: none">All tables stacked with legs visible and straps secured – as shown in photograph 2 in the hall
2. Toilets
<ul style="list-style-type: none">The toilets and floors are clean, and the nappy bins are empty.
<ul style="list-style-type: none">The taps are not dripping.
3. Kitchen
<ul style="list-style-type: none">The water boiler, kettles and microwave are switched off at the wall.
<ul style="list-style-type: none">The dishwasher is empty.
<ul style="list-style-type: none">The oven is clean.
<ul style="list-style-type: none">The taps are turned off.
<ul style="list-style-type: none">All food linked to the booking has been removed from the fridge and elsewhere.
4. Rubbish and recycling
<ul style="list-style-type: none">The bags from the kitchen bin are to be put in the green bin by the main gate. Please replace the bin liners. NB If the outside green bin is full please take your rubbish home. Thank you.
5. Doors, windows and lights
<ul style="list-style-type: none">The back emergency door is locked.
<ul style="list-style-type: none">The external door from the corridor is locked.
<ul style="list-style-type: none">All internal doors are shut.
<ul style="list-style-type: none">All windows are locked – key is hanging in the kitchen.
<ul style="list-style-type: none">The storeroom and kitchen lights are switched off. NB Toilets, corridor and small room lights go off automatically.
<ul style="list-style-type: none">All light switches by the main exit are switched off, including the outdoor light.
6. Finally
<ul style="list-style-type: none">The alarm 1379 code, short pause, press top right 'padlock' symbol button – may have to press this twice.
<ul style="list-style-type: none">The main door is locked.
<ul style="list-style-type: none">All outdoor areas have been checked and returned to their original state.
<ul style="list-style-type: none">There are no people on the site e.g. bowlers, allotmenters.
<ul style="list-style-type: none">The padlock is on the outside of the entrance gate, locked and the dials are turned away from the code.
<ul style="list-style-type: none">Keys have been returned and any breakages or damages are reported.