

Handy Hints and Check List for Hall Users

Welcome to our Village Hall, we hope you have a very successful event and will return to use our facilities again. Below are a few helpful notes to assist you in your visit to the Hall.

We do not have a caretaker so although the hall is regularly cleaned and checked it is important to all users that you leave the hall clean and tidy. Please allow time for this when making your booking.

Water, Lighting & Power

- **Kitchen water heater** switch is left of shutter.
- **Lighting: Main hall** - dimmers at back of room. **Stage:** switch is by curtain pulls.
- **Stage curtains** – the curtain pulls are to the right of the stage when facing it. Please open and close the curtains with a gentle and consistent pull, otherwise they may jam as the cords and runners can jump the track.
- **Stop cock** – for the Village Hall is located in the disabled toilet just underneath and to the left of the cistern. Turning this off will isolate the supply for the entire hall and should only be used in an emergency. Please inform us if there is a problem.
- **Fuse Box** is located in the bar room under the notice board. Our modern board is more sensitive to overloading or lamps blowing. You may click the switch back on if necessary.

Chairs & tables:

Do not drag tables or chairs along the floor. Use the trolley provided & stack chairs in the storeroom with their backs towards the right-hand wall.

Leave out the following:

- **Entrance Hall** 2 chairs
- **Main Hall** Chairs placed around the room UNSTACKED, and **not in front of the heater.** 1 small table.
- **Bar room** 6 chairs, remaining small tables
- **Meeting Room** 8 armchairs, 4 meeting room tables

Parking and sign

There is a “private party” sign in the foyer to place at the entrance to the car park a few hours before your event. Please do not forget to put this back in the hall. Parking in the area by the bottle bank should be parallel to Youth Hut wall.

Cleaning

- **Cleaning equipment** is in cupboard in hall and by second sink in kitchen corridor.
- **Floors** should be swept.
- **To protect our wooden floor**, spillages should be mopped up with plain hot water ASAP – please do not use detergent.
- **Wipe kitchen surfaces** as necessary, sink & floor.
- **If you use more than one tea towel**, please take them home to wash and return later.
- **Take home full rubbish bags** which do not fit in the bins at the entrance to the carpark. – do not leave unwrapped food scraps in the bins.

Window Keys, doors and heating

- **The key** to window locks is hanging on a hook in the kitchen.
- **Heat should be conserved** by keeping at least one set of outside doors closed at all times. NB heat will be lost from the main hall if you leave the shutters, door store, stage curtains or room door open.
- **Switch on the Downward fan** at the back of the hall.

Meeting Room

- Drywipe markers, pens, pencils, paper and other stationary are available in the tall cupboard. Please replace after event.
- Kettle, cafeterias, water jugs, glasses and crockery etc are in the tall cupboard. Unless other arrangements have been made, please wash and return after event.

Catering & Supplies

- The Vine, adjacent to the Village Hall, offers a wide selection of hot and cold food.
- There are two shops in the village. Lotts Stores and Tea Room situated on West Street (the road to Denmead), 02392 632452. The Peoples Market is located in the centre of the village, 02392 633965.

Telephones & WiFi

Mobile reception in the village is poor or non-existent but Wifi is available. If you need to keep in touch there is a payphone in the reception area (20p required). The number is 02392 632949 if you would like to give this to people who may wish to contact you. Please note the ring tone is not the loudest.

Before you leave please:

- **Check and close ALL FIRE DOORS**
- Close and lock all other windows and doors.
- Turn off all lights – including disabled toilet, ladies and gents main toilets, stage & cooker.

Thank You!

We welcome your feedback, please contact us via the Contact form on our website

<http://hambledonhantsvillagehall.weebly.com/contact.html>