

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

Kitchen water heater switch is to left of shutter adjacent to towel dispenser.

Stage lighting – switch is by curtain pulls. Main hall - dimmers at back of room.

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.

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 heaters** as they will get very hot. 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 cupboard 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 area.
- Floors should be swept.
- DO NOT wash the main hall floor – spillages should be mopped up with plain hot water – 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.
- Remove full rubbish bags – do not leave food scraps in the bins.
- A key for the dustbins is over the kitchen sink. Please lock after use and recycling only to be placed in the recycling bin.

Keys and doors

- The key to window locks is hanging on a hook in the kitchen. Please conserve heat by keeping the outside doors closed during event.
- The key for the dustbins is hanging over the kitchen sink.

Meeting Room

- Drywipe markers, pens, pencils, paper and other stationary are available in the tall cupboard. Please replace after event.
- Kettle, cafetieres, 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.
- The Peoples Market is located in the centre of the village, 02392 633965, and can provide a range of food and beverage requirements.
- The Old Forge tearooms offers beverages, snacks and light meals.

Telephones

Mobile reception in the village is poor or non-existent. 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 ALL FIRE DOORS**
- Close and lock all 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>