

ASH VILLAGE HALL

INFORMATION AND AMENITIES

1. Maximum 120 persons per function generally.
2. **Keys:** The Hirer must telephone 01474 874693/872767 between 7 and 14 days before the event and make arrangements to collect the keys. Keys to be returned on completion of hire. Please put them through the letter box if it is late at night.
3. **Entry:** The key opens the door facing the road. If the **fire door** is opened, then it must be firmly closed, by pulling it sharply **TWICE** to engage the bolts.
4. **Permitted Uses:**

Private, Village Hall and Church Functions. NO teenage parties

The Hall is not licensed for public entertainment.

The Hall does not have a licence to sell alcohol and does not have a Theatre licence.

People may bring alcohol for their own consumption and alcohol can be served by the hirer provided no charge is made for it.

Smoking is not allowed anywhere within the premises.

No fireworks are allowed.

5. **Heating:** Heating is included in our Winter hire rate only.
6. **Crockery:** China, cups, saucers and plates are available in the kitchen cupboard (no cutlery)
7. **Furniture Available:** (stored at the back of the stage)
11 x 6' tables, 10 x 3' tables and approximately 120 folding chairs stacked on 3 trolleys.
8. **The Hirer must ensure that nothing is attached to the walls (including blue-tac, sellotape, drawing pins etc). On completion:**
 - (a) The floor is swept and washed, minimally, before leaving.
 - (b) All tables and chairs are left clean and re-stacked at the back of the stage (N.B. Chairs interlock stacked flat on trolleys. Please leave trolleys in position and distribute chairs from side room and stack chairs in the side room.)
 - (c) Electricity is turned off at Master Switch by entry door (N.B. This does not turn off the refrigerator or external lights which operate automatically when persons are detected).
 - (d) All doors and windows are locked (windows can only be opened by key but are locked by fastening the catch and pushing the button on the fastener). Please ensure that the panic bars on the double doors are secured top and bottom.

ALL RUBBISH TO BE CLEARED UP AND TAKEN AWAY BY THE HIRER

Cheques are to be made payable to **'Ash Village Hall'**

PLEASE KEEP THE NOISE TO A MINIMUM ON LEAVING THE HALL

PLEASE LEAVE THE HALL AS YOU WOULD LIKE TO FIND IT