

NOTES FOR HIRERS



GENERAL

1. Please note that setting out and packing up time **MUST** be included in the times booked.
2. **FIRE EXITS MUST NOT BE OBSTRUCTED IN ANY WAY.**
3. All areas must be left in a clean and tidy state at the end of the hire.
4. Breakages/Damage will be charged for at the cost of replacement/repair. If you find any items broken when you arrive please notify the Booking Secretary.
5. No fireworks/sparklers or naked flames (e.g. candles) to be used in the hall.
6. The upholstered chairs must **NOT** be taken outside the hall.
7. Additional plastic chairs are available in the store at the right hand side of the stage.
8. Under **NO** circumstances can any form of a gas or electric cooker be brought into any part of the hall premises.
9. There are brooms, dustpan & brush, vacuum cleaner in the cupboard in the kitchen to the right of the fire exit.
10. Drawing pins & Sellotape must **NOT** be used on any of the walls, window frames or fittings, under any circumstances. Damage will be charged for.

WILTSHIRE ROOM

1. A rack of 24 chairs is available in the Wiltshire Room, plus 12 additional chairs in the under stairs store. Also in the under stairs store are 1 6ft and 6 3ft folding tables.
2. Any tables and chairs removed from the store under the stairs must be replaced at the end of the hire.

MAIN HALL

1. Any tables and chairs removed from any store must be replaced at the end of the hire.

KITCHEN

1. This is a shared facility available for both Wiltshire Room & Main Hall hirers, please be considerate to other hirers.
2. Children under 16 are not allowed in the kitchen except under strict adult supervision.
3. Please remove all foodstuffs/drinks from fridges/freezers at the end of your hire. This includes alcohol in any form, which must **NOT** be left on the premises overnight.
4. Please note for hygiene reasons, tea towels, dish clothes, table clothes etc. are **NOT** provided. Please bring your own and remove them at the end of the hire. Washing up liquid will be provided.
5. Please **DRAIN & SWITCH OFF** dishwashers when you have finished using them. If left on they will continue to heat the water. A flat charge of £10 will be deducted from your security deposit if this is not complied with.

Please note that the hall and the inventory is regularly checked.

Medstead Village Hall Management Committee – www.medsteadvillagehall.co.uk.
Contact (Bookings) Tel: (01420) 563 774 Email: bookings@medsteadvillagehall.co.uk