

GENERAL INFORMATION

Car Parking

Limited on site but extra parking may be available by prior arrangement.

Cleaning

Please leave the hall as you would wish to find it.

Brooms etc. can be found in or near cleaning cupboard.

The hall needs to be cleaned and cleared of all rubbish following your event. Rubbish should be taken home with you.

In the event of a substance accident product data sheets are available in the cleaning cupboard.

Emergency Exits

These are clearly signed and must be kept unlocked and kept free of obstructions at all times during your time in the Hall. Upon exiting the Hall you must ensure that ALL doors are securely closed and locked.

Entrance

The entrance is located in School Lane EX17 4AU.

Hall Keys

Keys should be collected from and returned to The Booking Secretary. (Next door to the village hall) Keys have to be collected on your way to the Village Hall.

Tables and Chairs

These are kept in the storage room at the other end of the hall. rectangular tables and chairs are included in the hire charge. All tables and chairs should be returned to the cupboard in which they were found and they should be stacked safely and neatly.

Telephone

The nearest public telephone is at Stockleigh Cross on the main A3072.

Mobile access can be 'patchy'.

All neighbouring properties have land lines in an emergency.

Windows

These may be opened but please ensure they are securely shut before leaving the hall.

First aid kit available in the kitchen (please advise on return of the key if this has been used).

Animals

With the exception of guide dogs etc. no animals are permitted except by prior arrangement with the Village Hall Committee.

Extra services

Early set-up

For events such as parties and wedding receptions on a Saturday, we may be able to offer you use of the hall on the previous Friday evening to set up. This would typically be from 5pm. We would only charge for your time in the hall, not for the total elapsed time.

Clearing the following morning

For Saturday events (and possibly some Friday events) we can offer you the option of leaving clearing up until the following morning, normally charged at 2 hours between 8 and 10am

For a fee we can arrange **clearing up and cleaning for you.**

Putting tables and chairs out and away

We can arrange for a fee for the hall's furniture to be set out as you wish and then put away after

your event.

Running a bar for you

We can supply a limited staffed bar service (wine, spirits, bottled beers and ciders, soft drinks) during your event. Profits from this go to help village hall funds.