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# ALVESTON VILLAGE ASSOCIATION

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Founded in 1946

Charity No: 223913

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## GENERAL INFORMATION

- Available for lettings as follows:
  - Monday to Saturday 0800 – 2300 hrs
  - Sunday 0900 – 1800 hrs - quiet events only
- All exterior doors to be kept closed if music is being played
- The Hall and Gallery must be cleared by 2330 Monday to Saturday
- No teenage parties
- Consideration should be given to setting up and clearing up times
- All rubbish to be removed from the premises
- The floor to be swept and the Hall to be left in a clean and tidy condition as you would expect to find it
- Any problems/breakages to be reported on Comments Sheets in the Kitchen or by email to the Booking Secretary
- Equipment may be hired by Villagers only (except the fabric chairs)
- The full fee will be payable if a booking is cancelled with less than 24 hours notice