

BARKHAM VILLAGE HALL – FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS

1. Do I need insurance to hire the hall?

Depending on your activities you may need Public Liability Insurance.

2. Can I just hire the large or small hall?

No, the hire of the hall is for both the large and the small hall inclusive.

3. Setting up and clearing up

Your booking time must allow enough time for setting up and clearing away at the end of the event.

4. What is the capacity of the halls?

The large hall can accommodate up to 100 seated and the small hall up to 25 seated.

5. How many tables and chairs are there?

18 large rectangular tables, 12 small tables, 110 adult chairs and 30 small children chairs.

6. What time can I hire the hall until?

The hall must be vacated by midnight.

7. Are there baby changing facilities?

Yes, in the disabled toilet.

8. Can we have a bouncy castle in the hall?

Yes, if it is a small one. The height of the hall is 12 feet.

9. What if the hall is not in a satisfactory condition upon arrival at the hall?

We ask you to take photos of the rooms, field and pre-school play area you use both on arrival and departure. We don't ask for a deposit and there have been instances where the venue has not been left as it's found, doing this helps you in confirming your correct usage of the site. Photos are not a condition of hire but would help immensely when unfortunate instances arise.

ACCESSING THE HALL

10. How do I access the hall?

A 4 digit pin will be provided a few days prior to your event. This code will only work during your allocated booking time and will expire at the end of your booked session.

The code must be entered in to the key pad found to the right of the main door.

11. How do I access the patio area?

A key to the patio can be found on the hook to the right of the patio door.

12. Do you have disabled access?

There is an easy low ramp in to the Hall via a double door. The Hall has a disabled toilet.

CAR PARKING

13. Do you have a Car Park?

There is a large car park with room for 40 cars

14. Is there disabled parking?

Parking is mixed without parking bays.

FIELD AREA

15. Can I use the field area attached to the hall?

The field area must be booked alongside the hall booking and is at NO extra cost

16. Can we put a marquee in the field area?

A marquee can be erected for an event but there will be an additional pitch fee of £100.

The hall do not own a marquee so this will need to be provided by an external supplier. Extreme care must be taken to make sure that all pegs are collected. Any pegs left in the grass will damage the mowing equipment.

17. Can we have a bouncy castle in the field?

Yes, but you must make sure that you have sufficient insurance to cover you for accidents.

ENTERTAINMENT

18. Do you have WiFi?

Yes. Please email barkhamvillagehall@outlook.com for the WiFi code.

19. Do you Bluetooth?

Yes, you can connect to the Hall Amplifier system (found to the left of the kitchen door) with Bluetooth.

1. To Connect your device first turn the amplifier ON (if its already on turn it OFF for 5 seconds and then back ON again).
2. Then look for "BR06" in the Bluetooth Settings on your device and tap on it to Pair.
3. Be aware that you have 5 minutes to do the above before the Bluetooth receiver reverts to sleep mode and is no longer selectable.

4. If the connection for some reason is lost then repeat steps 1. and 2.

20. Can we use our own screen or a projector?

Yes.

21. Can we play our own music?

Yes, Barkham Village Hall holds a premises License for performance of any live music or the playing of any recorded music. We also have a PA amplifier that can be used (ask for details).

22. Do I need an alcohol licence to sell/ serve drinks?

Yes, you will be responsible for obtaining an alcohol licence. See the T&C'S for further information on obtaining licensing documents.

23. Can I smoke in the buildings?

No, smoking is restricted to outside of the building

24. Can I put up decorations?

Yes, but all decorations, sticky tape and blutack must all be removed at the end of the hire period.

25. Can I use my own caterers?

Yes.

26. Can we have a BBQ?

Yes, but only on the patio area and not in the field.

27. Can we play ball games inside the hall?

No, these must be restricted to outside in the field area to avoid any damage to the internal fabric of the building.

KITCHEN AREA

28. What equipment to do you have in the kitchen?

The hall has a fully fitted kitchen with crockery and cutlery for approximately 100 people. Please note there are no drinking glasses.

29. Is there a dishwasher?

There is currently no dishwasher.

30. Are cleaning products provided at the hall?

No, but sweepers, brooms and a vacuum cleaner is available.

31. Is there an oven?

There is a range oven that can be used but must be left in the condition it was found in.

32. Is there a fridge / freezer?

A fridge is available but no freezer.

33. Is there a kettle?

There is a boiling water dispenser which can be switched on and takes 25 minutes to heat up.

34. What do I do with my rubbish / waste?

All rubbish / waste should be disposed of in the Grundon bin found outside the hall.

All recyclable waste must be taken home as waste placed in the Grundon bin will be taken to landfill.