



# Castle Acre Village Hall

## FINAL CHECK LIST

Castle Acre lies four miles north of the town of Swaffham, twenty miles from Norfolk's north coast, thirty three miles west of Norwich and fifteen miles east of King's Lynn.

The nearest train station is either Downham Market or King's Lynn, both a 20-25 minute drive with direct services to/from London's King's Cross. There is a regular bus service from King's Lynn to Swaffham.

### What 3 Words ///obvious/create/cowering

Originally a Baptist chapel, the village hall dates back to 1884. Sitting on the edge of the moat to a Norman castle, the hall has views across the castle wall to distant fields.

Magnificent timber king trusses and tall round-top windows bring an elegance and warmth to the hall. The simple proscenium frames the compact stage and is a splendid feature of the hall.

Although an historic building, there have been continuous improvements to comply with recent access and safety legislation.

### Services include:

Double height main hall with Air conditioning and heating.

Ten 915 x 760mm and ten 1830 x 760mm collapsible buffet tables.

100 chairs available.

Stage with 2 spotlights, electric sockets for lighting and/or sound rigs

Kitchen with fridge, microwave, electric cooker, double sink and a small rinsing sink.

Hot water urn, filter coffee machine and two kettles.

Use of all crockery and utensils (see below).

Cloakroom hallway with coat hooks.

Ladies, gents toilets and accessible toilet with baby changing.

Paved enclosed patio and grassed area suitable for marquee.

Car parking for 7 cars at front and back of building with more available in Pye's Lane and at the Castle Car Park or in the village centre.

Accessible slope access to both front and rear of the building.

Free Wifi.

### Crockery and utensils

#### Mugs

9 white  
26 mixed

#### Beryl Green vintage crockery

16 large plates  
26 small plates  
26 cups  
36 saucers

#### White crockery with pattern

9 large round plates  
13 large oval plates  
9 medium plates  
42 small plates (3 are odd)  
17 cups  
37 saucers  
10 sugar bowls  
2 small butter pat dishes  
1 large jugs  
3 small jugs  
5 large teapots  
9 small teapots  
4 dessert bowls

#### Plain white crockery

40 cups  
54 saucers

### Glassware

30 assorted pint glasses  
10 half pint glasses  
7 tall tumblers  
27 short tumblers  
12 'Belvoir' tall glasses  
7 'Jo' tall glasses  
16 assorted glasses (including wine glasses)  
4 large water jugs  
5 medium water jugs  
10 small bowls - two designs

### Miscellaneous

3 red candlesticks  
2 large plates  
1 small jug  
1 large teapot  
1 small teapot  
3 large metal teapots  
2 sugar bowls

### Cutlery

100 knives  
100 dessert spoons  
100 forks  
100 teaspoons  
5 long handles teaspoons

### Village Hall Bookings - Carolyn Ash

Castle Acre Village Hall, Pye's Lane, Castle Acre, Norfolk PE32 2XB

Bookings email: [CAVillagehall.bookings@mail.com](mailto:CAVillagehall.bookings@mail.com)

Main Bookings contact Tel: **07305 028911**

Treasurer email: [richardjenney1902@gmail.com](mailto:richardjenney1902@gmail.com)

General enquiries: 01760 755425

Please be patient, we will respond

[www.hallbookingonline.com/castleacre](http://www.hallbookingonline.com/castleacre)

### Please make sure that the hall is left clean and tidy

Please tick this checklist on departure and leave in the kitchen postbox

#### Kitchen

- All rubbish is removed from hall and TAKEN HOME - DO NOT put any rubbish in any external public bins
- Water heater - LEAVE ON
- Water mounted heater - TURN OFF
- Fridge is empty and clean and left switched on
- Surfaces are tidy and clean
- All washing up has been done
- All crockery is stacked neatly in cupboards / drawers
- Tea Urn is empty and TURNED OFF
- All plugs are pulled out of sockets
- All sockets are switched OFF
- Black bin bags are removed from swing bin

#### Main Hall

- Air conditioning / heating unit is switched OFF
- All lights are switched OFF
- Bar area is clean and tidy
- Floor is clean and tidy
- All decorations, blue tac, pins, staples are removed and any damage repaired
- Tables are CLEAN and stacked
- Chairs put away in cupboard and STACKED CORRECTLY

#### Hallway and toilets

- All coats and personal items are removed
- Toilets are left clean and tidy
- All rubbish from bins removed and TAKEN HOME

#### Keys

- Front door is locked
- Kitchen door is closed and locked
- Rear and Patio doors are shut
- Keys returned to bookings officer or as arranged

#### Garden

- Lock BOTH gates