Folkingham Village Hall – User Guide

Welcome

Welcome to **Folkingham Village Hall**, a community facility available for private hire, community events, clubs, and social gatherings. Our hall is run by a team of volunteers working for the benefit of our local community. Thank you for using our hall, our committee work hard to reinvest any money earnt to improve our facility for all our users.

We are disabled access friendly with a ramp facility for smooth access.

The hall operates on a **“leave as found” principle**, meaning it should be returned clean and ready for the next user. The hall is professionally cleaned weekly and an out of hours clean is available at the weekend.

Maximum capacity: **120 people including organisers and performers.**

Important contacts

Chairman Christopher Clark email: FVHChair26@outlook.com

Secretary / Treasurer Nicola Griffin: FVHtreasurer26@outlook.com

Safeguarding officer: to be confirmed

Hall address:

Folkingham Village Hall

Market Place

Folkingham

NG34 0SE

Booking the Hall

To book the hall:

1. Bookings are made via our website hall bookingonline.com.
2. Confirm your event date and times.
3. Complete the hire agreement.
4. Pay the hire fee (and security deposit if required).

A **door access code** will only be provided once payment is received.

Access Times and Additional Charges

Hirers are permitted access to the Village Hall for a maximum of **15 minutes before the start of their booked session** and must vacate the premises within **15 minutes of the booked end time**. This allowance is for essential setting up and clearing away only and must not be used to extend the duration of the booking. CCTV operates at the hall's entry point only and may be used to monitor arrival and departure times.

These time limits are in place to ensure the fair and consistent use of the hall and to help manage operating costs, including heating, lighting, electricity and other utilities. Any hirer who exceeds the permitted access or departure times may incur additional charges in accordance with the Village Hall's current charging policy. Hirers are responsible for ensuring that all members of their group, guests and suppliers adhere to these requirements. Any additional time required must be booked and agreed in advance.

Your booking must include **setup and cleaning time**.

Hire Times

Events can take place:

Monday – Saturday

08:00 – 23:59

Sunday

09:30 – 17:00

Hire Charges

Folkingham residents **£10** per hour

Non-residents **£15** per hour

Commercial bookings **£20** per hour

Bookings greater than 8 hours will incur a 10% discount

Weekend event after 1700 on Saturday or all day Sunday incur a **£20** cleaning supplement

Provision of black bags for each event (parties only) **£2.50** per booking

Refundable security deposit, weekend parties only **£100** per event

Payment is by BACS, cheque or cash. Full payment is required prior to each event.

Security Deposit

A **£100 deposit** may be required. Please check when booking.

The deposit will be refunded within 28 days if:

- The hall is clean and does not require extra cleaning
- No damage has occurred
- No complaints were received

Responsibilities of the Hirer

The hirer must:

- Be **18 or over**
- Remain present during the event
- Supervise guests
- Ensure the hall is used safely
- Leave the premises clean and tidy

The hirer is responsible for **any damage caused during the event**. Any damage must be reported to the treasurer on FVHtreasurer26@outlook.com

Alcohol

Alcohol may only be served **with permission** and must comply with the **Licensing Act 2003**.

Key rules:

- No alcohol for under 18s
- Drunk or disorderly behaviour must not be allowed
- Anyone causing problems must be asked to leave.
- **We do not have a licence to sell Alcohol.** If you are booking Folkingham Village Hall and intend to sell alcohol you will need to apply to **South Kesteven District Council for a Temporary Event Notice (TEN)** which must be done at least 2 weeks prior to your event. The TEN will cost £21.
- If you are providing alcohol at a party and not selling alcohol you do not need a TEN.
- We do have a licence to play recorded, streaming or downloaded music. If you are having a live group, they should have their own performing licence for which Folkingham Village Hall is not responsible.

Safety

All hirers must:

- Keep fire exits clear
- Know evacuation procedures
- Supervise guests responsibly.

If a fire occurs:

1. Evacuate the building immediately. Fire exits are clearly marked; please ensure you familiarise yourself with them
2. Call the fire service
3. Only use the fire extinguishers if safe to do so
4. Assemble on the grass area opposite the hall near the Millenium Green

Bouncy Castle use

A refundable security deposit of **£100 is required for all bookings involving the use of a bouncy castle inside the Village Hall**. The deposit will be returned within 28 days of the event, provided that no damage has been caused to the hall, its fixtures, fittings or equipment as a result of the bouncy castle or its use. Where damage occurs, the Village Hall Committee reserves the right to retain all or part of the deposit to cover the associated repair or replacement costs.

Noise considerations

Please ensure that noise is kept to a reasonable level. There are neighbouring properties who are supportive of the hall and external noise should be always kept to a minimum to respect our neighbours.

Parking

There is some parking in front of the hall, and 5 cars can park at the rear. Other parking for up to 50 cars can be found in the marketplace square, less than a 5-minute walk from the hall. Please do not park on the left verge of the millennium green to avoid damage to the grass. Do not obstruct our neighbours' driveways and paths.

WIFI

There is WIFI available, the details are:

Provider: Zyxel_D3D8

Password: 8^rERL8m4n

Using the Hall

When using the hall:

- Do not remove furniture from the building
- Please do not drag furniture across the floor as this causes damage to the floor finish
- Only attach decorations using **string**
- Do not use tape, pins, or Blu Tack on walls
- Keep the hall tidy during events
- Do not unplug the Wi-Fi system, plugs are in the middle of the bookshelves at the rear of the hall
- Animals are not permitted in the hall without permission. Service animals are welcome at anytime

Smoking and vaping are **not permitted inside at any time.**

There are 120 chairs, portable tables and a stage that can be erected if required.

The hall is equipped with crockery and cutlery for 120 settings.

There is a bar facility with pint and half pint glasses. Visiting bars are welcome with the correct licence application. Please see licencing section for details.

There is an industrial dishwasher that is available for use. Detergent is included. The dishwasher needs to heat up for 30 minutes prior to use. Instructions for use are laminated next to the dishwasher in the kitchen.

Kitchen Use

If preparing food:

- Follow food hygiene standards

- Refrigerate food where required
- Clean all surfaces and equipment after use
- If using the dishwasher, it needs 30 minutes to heat up, it is not the same as a domestic machine. Please follow the instructions that are laminated next to the machine
- Please empty the kitchen bin if used
- Black bin bags are not provided but can be added to the booking for £2.50 per event
- Please turn off all appliances used at the sockets

Cleaning After Your Event

Before leaving you must:

- Sweep floors, a dustpan and broom are in the kitchen for public use
- Wash and store crockery
- Clean kitchen surfaces
- Leave toilet area clean

- Bag rubbish and place it in the outside bin at the side of the hall near the fire exit
- Return tables and chairs to storage
- Please do not drag the furniture as it causes damage to the wooden flooring

Closing the Hall

Before leaving:

- Turn off all lights, panel located in kitchen
- Turn off taps
- Close windows
- Return heating to black mark on dial, located in main hall wall near the door
- Lock doors and hall front gates
- Return main key to key box, located outside the kitchen door using the same key code that you were given