



Great Blakenham Village Hall and Recreation Ground
Mill Lane
Great Blakenham
IP6 0NJ

Facebook.com/thenewgreatblakenhamvillagehall
07853 070495

Registered Charity Number: 304753

Great Blakenham Village Hall - Important Information for Hirers

Thank you for hiring Great Blakenham Village Hall. To ensure a smooth and enjoyable experience for all users, please read the following important information:

1. Alcohol Policy

No alcohol is to be brought into the Village Hall.

Great Blakenham Village Hall operates a licensed bar. The bar must be booked in advance if you require alcohol for your event.

Anyone found bringing in their own alcohol will forfeit their £100 security deposit.

Bringing in outside alcohol risks our premises license and could jeopardise future bookings.

2. Key Collection

Details for collecting the keys will be sent to you via email 24 hours before your booking.

This will include the key location and key safe code.

3. Cleaning and Tidiness

The hall must be left clean and tidy after your event.

Cleaning supplies are available in the kitchen cupboard.

Please ensure all rubbish is placed in the correct bins or taken with you if necessary.

4. Lights and Heating

All lights must be turned off before leaving, including those in the toilets.

All heaters must also be turned off.

5. Damage Reporting

Any damage to the hall or its facilities must be reported immediately.

Failure to report damage may result in the loss of your security deposit.

6. Waste Disposal

Please use the bins provided for general waste and recycling.

If you generate a large amount of waste, you may be required to take it with you.

7. Noise and Consideration

Please be respectful of our neighbours and keep noise to a minimum, especially when leaving the premises.

8. Timekeeping

Your booking includes setup and clear-down time. Please ensure the hall is vacated promptly at the end of your booked time.

9. Equipment Use

Round and rectangular tables, as well as chairs, are available for use.

Please return all furniture to its original position after use.

10. Contact Information

If you have any questions or need assistance, please contact us at:

Email: gbvillagehallbookings@gmail.com

Thank you for helping us maintain our village hall as a safe, clean, and welcoming space for the whole community.