

Marindin Hall Frensham Surrey

Registered Charity No: 1184454

The Marindin Hall is a charitable incorporated organisation registered in England & Wales



Important Information for Hirers

Thank you for booking The Marindin Hall. We hope you have a successful event.

Provided payment has been received we will send you the door access code by email.

If you have paid but haven't received the code 4 days before your event, please contact :
email marindinhall@gmail.com – and call our booking line on 07765 155474

To help your guests find the hall the postcode is GU10 3DG, or WhatThreeWords
[///performsgame.tidal](https://www.what3words.com/performsgame.tidal)

The Hall is a **NO SMOKING** area.

WiFi is available free of charge. Connect to network – MarindinHall password – fr3nsham

Please remind your guests not to restrict access to the private road next to the Hall or any other access. There is space for unloading or for a disabled user at the front of the Hall. Additional parking is available at the Recreation Ground.

Please don't bring pets to the Hall.

If you are decorating the Hall, please do not use Cellotape or Blotak on painted walls. The Hall is a **“Glitter free zone”**. Please avoid using glitter in any party decorations or celebrations.

The Marindin Hall is a charitable centre for the community and is cleaned twice a week by professional contractors. We still rely on the good will of hirers to help. It is **absolutely essential** that you leave the Hall in a clean and tidy state ready for the next hirer – including putting all the chairs and tables back where you found them. If we have to clean up after you, your deposit may be forfeit.

Cleaning materials and equipment can be found in the kitchen sink cupboard and in the cupboard adjacent to the toilets. We do not provide rubbish bins, rubbish bags or tea towels.

Before you leave, please complete the following checklist.

1. Wash up and dry all crockery and cutlery and return to cupboards. Bring your own tea towels.
2. Return all tables and chairs to their original positions.
3. Sweep the floor and mop, if necessary, to leave the floor free of dirt and dust.
4. Take away all rubbish/re-cycling with you: bring your own rubbish bags.
5. Ensure the toilets and kitchen are clean and left as you would wish to find them.
6. Switch off all lights. If you have changed the heating thermostat restore it to its original setting.
7. Close all windows, draw the window blinds and close all internal doors.
8. Check the emergency exits are locked from the inside by pushing on the door – not the exit bar.
9. Close the main front door behind you as you leave and check the lock has engaged.

Thank you for your cooperation.

The Board of Trustees, Marindin Hall, Frensham