

# Marindin Hall Frensham Surrey

Registered Charity No: 1184464

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 haven't received the code 3 days before your event, please contact :

Booking Line - 07765 155474 - marindinhall@gmail.com

To help your guests find the hall we suggest the postcode [GU10 3DG](#).

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.

The Marindin Hall is a charitable centre for the community and is deep cleaned at least once a week by professional contractors. We still rely on the good will of hirers to help us keep the Hall tidy for other Hall users.

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.

Cleaning materials and equipment can be found in the kitchen sink cupboard and in the cupboard adjacent to the toilets.

## Before you leave, please complete the following checklist.

1. Wash up all crockery and cutlery and return to cupboards.
2. Return all tables and chairs to their original positions.
3. Sweep the floor.
4. All rubbish/re-cycling must be taken away with you.
5. Switch off all lights and, if you have changed the heating thermostat, restore it to its original setting.
6. Close all windows.
7. Check the emergency exits are locked from the inside by turning the knurled knob. (Leaving the Hall by these exits disables these locks)
8. Turn the external knob on the code lock as you leave.

Thank you for your cooperation.

The Committee

Marindin Hall, Frensham