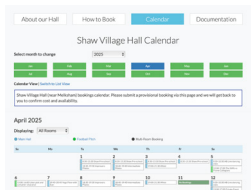


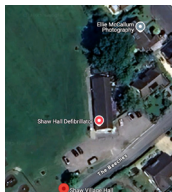
Shaw Village Hall Hirer's Guide

Shaw Village Hall, The Beeches, Shaw, Melksham SN12 8EW
Phone: 01225 282656 Email: shawhallbookings@gmail.com



Booking, payments and cancellations

Once you have made your provisional booking, we will invoice via email, please pay asap to confirm your booking and advise of any special requests that may affect the hire costs. Cancellation of hire will only be accepted, and hire charges returned, if notice of cancellation is given and agreed at least 3 days in advance.



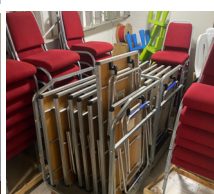
Parking

There is parking for approximately 20 cars, please do not park on the grass or on the road in a way that may impede emergency vehicles. When football is scheduled on the field, Hall Hirers should park on the right hand side of the car park.



Keysafe entry

A few days before your confirmed booking you will be emailed the keysafe code, please do not share this with anyone else. Please ensure you return the door key to the safe and scramble the numbers at the end of your booking.



Tables and chairs

There are collapsible tables and chairs in the cupboard at the end of the hall, please ensure they are returned to the cupboard and stacked as you found them (see overleaf for images). **The toys and equipment in the left of the cupboard are the property of Shaw Pre-School and must not be used.**



Kitchen

If you wish to make hot drinks for a large number of people, turn on the Urn on arrival but ensure it is turned off and unplugged when you leave. Otherwise, use the kettles provided. There are cups, plates and cutlery in the wall cupboards. Please hand wash all items used and return to cupboards.



Please remove all rubbish from site and do not place in the hall wheelie bins.

There is a microwave for all hirers use, if you wish to use the oven, please let us know at the time of booking so that we can provide the instructions. (Please note that it is an induction hob so only pans designed for use on such a hob may be used).



Bouncy Castles etc

Are permitted but please ensure the floor is protected. There is a double outdoor electrical socket for bouncy castles in the summer, please request the code at the time of booking. **The hall dimensions are:**

Area: 12 x 7m , Height- 3.35m(11ft) in the centre, 2.4m (8ft) at the wall.



Playing field

Use of the field is free for all but please check the hall calendar on the website as football matches are played during the season.

Strictly no Barbecues or fires.



In the event of emergency - dial 999

There is a defibrillator mounted on the gable end wall nearest the car park.

In the event of fire or other emergency, the emergency services are to be summoned to: "THE VILLAGE HALL at THE BEECHES, SHAW (quoting postcode) SN12 8EP

For all other instructions and conditions of hire, please refer to the conditions of hire document

Please leave the chairs and tables as you found them. This is our preferred layout.

