

SOULDERN VILLAGE HALL BOOKING GUIDELINES

Thank you for your booking, in preparation for your event please find the booking guidelines below:

The Key code to access Souldern Village Hall will be forwarded to you on receipt of payment, due 7 days prior to the event.

The Village Hall Key Box can be found to right side of the main door. Please ensure the keys are replaced after the event and the Key code is scrambled.

If you require tables and chairs they can be found in the storage cupboard at the far side of the Main Hall.

The heating will be programmed for your event times, if the hall is too hot, please turn the radiators off individually.

Hot water is part of a solar powered system and is on automatically and permanently.

Please can you ensure that the following guidelines are followed during and at the end of your event:

- Do not use sticky tape or blue tack on walls or painted woodwork
- Ensure all surfaces in kitchen are wiped clean
- Clean and put away table and chairs
- Clear away all washing up. If using dishwasher use the fast cycle and ensure it is empty before you leave
- Take home all food, drinks and equipment – don't forget fridge, freezer and cooker
- Dispose of rubbish in bins outside kitchen back door/Bottle Bank Car Park
 - Green – general rubbish
 - Blue – Recycling (card, paper, clean tins, clean plastic bottles/containers)
 - Brown- Flowers/garden waste
 - Bottle Bank in Carpark – Bottles
- Please ensure any broken glass/crockery is wrapped carefully before placing it in the green bin
- Turn off all light and equipment when not in use and when leaving the Hall

Cleaning equipment can be found under the kitchen sink and Hoover/mop and bucket in the cupboard to the left of Disabled WC

Please report any damages/breakages during your event to the Village Hall Bookings Administrator Tel 07901 516109

The deposit will be returned if the Village Hall and contents are left in an undamaged and clean and tidy state. The deposit will be returned to the account provided within one week of the booking following a satisfactory inspection and return of the keys.

If you have any questions, please contact Village Hall Bookings Administrator Tel: 07901 516109 or email: souldern.villagehall@gmail.com