
Here are some **practical, easy-to-follow tips for Church Hall Hire**, to ensure your event runs smoothly.

Heating

- Please check **in advance** how the heating system works and who to contact if there are issues.
 - Allow **sufficient warm-up time**, especially during colder months.
 - Do not adjust thermostats or heaters unless agreed with the hall management.
 - Ensure all heating is **turned off** before leaving, if this is the hirer's responsibility.
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Preparing for Your Event

- Confirm your **setup requirements** (tables, chairs, staging) ahead of time.
 - Allow extra time for **setting up and packing away** within your booked hours.
 - Only use equipment and furniture provided by the hall unless permission is given.
 - Decorations must be **non-damaging** (no nails, screws, or permanent fixings).
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Late Evening Music & Noise

- Please be considerate of **local residents**, especially during evening events.
 - Keep doors and windows **closed** when music is playing.
 - Music should be **reduced or switched off** by the agreed finish time.
 - External noise (smoking areas, socialising outside) should be kept to a minimum after dark.
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Car Parking

- Use **designated parking areas only** and do not block access routes or neighbours' driveways.
- Encourage car sharing where possible.
- Ensure emergency access routes are **kept clear at all times**.
- Please leave the car park **quietly and respectfully**, particularly in the evening.

Clearing Up After Your Event

- Leave the hall **clean and tidy**, as you found it.
- Return tables, chairs, and equipment to their **original positions**.
- Wipe down surfaces and sweep floors if required.
- Report any damage or breakages promptly.

Rubbish & Waste

- **All rubbish must be taken away** at the end of your booking unless agreed otherwise.
- Do not overfill bins or leave waste outside the building.
- Recycle where possible.
- Food waste should not be left on site.

Thank You

Your cooperation helps us keep the hall welcoming, safe, and enjoyable for everyone. If you have any questions before your event, please contact the hall booking secretary.