Sutton Bonington Village Hall – Information for Hirers

Essential Guidelines for Using the Village Hall

Opening and Closing Procedures

The keys to the village hall are secured in a key safe located at the main entrance. You will receive the access code one week before your booking date. Please allocate sufficient time for preparing your space before the event starts, as well as for tidying up once your event concludes. Since bookings may run consecutively, it's important to be mindful of your allocated time.

After locking up, please immediately return the keys to the key safe. Ensure that any external caterers, contractors, or entertainers are made aware of your hire period, as entry or exit outside these times is not permitted. Guests should vacate the premises within 15 minutes after the booking ends, and only those assisting with cleaning may remain after midnight. Failure to observe these requirements may lead to loss of your deposit.

Alcohol and Licensing

Please see our Terms and Conditions.

Power and Heating

Do not alter individual radiators or heaters, as this can disrupt the hall's temperature for future users. Heating schedules are set according to bookings and seasonal requirements. The heating is switched off from April to October.

Telephone Facilities & Address

There is no telephone at the village hall, so please bring a fully charged mobile phone for emergencies. The address is St Anne's Lane, Sutton Bonington, LE12 5NJ.

What3Words – metals.tasters.preparing

Parking Arrangements

The access road to the hall is a public lane and must remain unobstructed. The car park can accommodate numerous vehicles if parked thoughtfully. Please ensure that those using mobility vehicles are able to access the pathway on the south side of the hall (opposite the driveway).

Consideration for Others

Kindly request guests to depart quietly at the end of your event, as noise in the car park can disturb local residents.

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Do not use drawing pins or Sellotape on the walls or other surfaces. Decorative eyelets around the hall are provided for attaching decorations; keep them away from light fittings and heaters. Please leave the hall clean and tidy, dispose of waste in the bins outside or take it home, mop the floor with a damp (not wet) mop, and wipe tables before placing them back in the cupboard.

Reporting Issues and Feedback

Any faults or damage should be reported promptly to the Booking Officer. The management committee welcomes any comments or feedback regarding your experience hiring the village hall.

Health and Safety

The village hall operates a strict No Smoking Policy.

In case of fire, evacuate the hall calmly via the designated exits and call the Fire Brigade on 999. Familiarise yourself with the location of all fire exits and extinguishers, and ensure you know how to operate the fire doors.

Use the provided trolleys to move chairs and tables to prevent injury, and store them as indicated in the storeroom. The hall's Health & Safety Risk Assessment is on the noticeboard in the kitchen. A First Aid Box is situated in the kitchen; please record any accidents in the Accident Book provided and notify the Booking Officer.

