



Your Village Hall

General information

To get the best out of your hire of Trowse Manor Rooms

We want you to enjoy your experience of hiring the Manor Rooms so please read these tips

- Please allow enough time to set up the room for your needs and bring someone to help, especially if you cannot lift or are not reasonably strong.
- There are tables - 6 x folding tables in the tall cupboard in the ante-room (opposite the door) plus 4 lower height tables
- There are plenty of folding chairs also stored in the cupboard in the ante-room. There is a knack to opening them. Just grip the back and the seat and shake and they should open. Less is more!
- To fold them up, the same applies in reverse – hold the front of the seat and pull up towards the back and the legs should fold up
- The tables also have a knack. To fold them up, put one end on the floor and the other against your knees. Use both hands to release the blue clip that holds the legs in place – but mind your fingers as it releases suddenly. There is a label under each table with instructions, and photos in the cupboard where they are stored
- There are red plastic toddler chairs available in the ante-room
- In the same cupboard as the tables is a broom, mop and vacuum cleaner. Please make sure the floor is clean for your event, and that you sweep and mop afterwards (we do have a weekly cleaner as well)
- In the kitchen is a sink, microwave, 2 kettles and a filter coffee machine. There are also bin bags. Please take all your rubbish and recycling away with you
- There is blue roll for general use. If you want tea towels please bring them with you as we no longer supply them for hygiene reasons
- In the kitchen there are also drawers and cupboards with cutlery, crockery, basic utensils and glasses which are available for you to use. If you have a lot of people coming or want matching sets then please bring your own.
- The coffee machine has filter papers in the drawer but you will need to bring ground coffee and milk, sugar etc. There are mugs and cups in the cupboard
- If you wish to serve alcohol, you can do that if you are not selling it. You are however responsible for any behaviour or damage as a result of drinking too much
- Please take note of the fire exits and fire notices. The building is simple but it is as well to be prepared for an emergency
- You are welcome to decorate the space but please do not use anything that will damage paintwork or the floor
- Call **07344 503111** if there are any emergencies or you need help

