

## **HALL CHECK LIST**

*Thankyou for hiring the hall.*

*Payment needs to be made via BACS before your event to secure your place. Prices are available on the website <https://www.wixvillagehall.co.uk/prices.html> (Invoices are available on request)*

*Please check out the diary page on the website to confirm your booking has been authorised for the date requested. If showing as authorised you need to contact us to cancel the event. Failure to do so could end up with a failed booking charge.*

<https://hallbookingonline.com/wix/calendar.php>

*BACS details – Lloyds Bank, Wix Village Hall, Sort Code 30-99-50 Account No 25120363. Please put the name on the booking/date of event so we can reconcile the payments.*

*Before the event a code will be supplied for you to gain access, which will last for the entirety of your booking. This code needs to be used on the black digital door lock on the front door of the hall. Press anywhere on the lock, enter your code followed by # and it should say 'unlocked'. Sometimes the code will need to be entered a few times as the door gets stuck!*

*Please remember book extra time to allow for set up and for the clear up afterwards.*

### **While you are there.....**

- Familiarise yourself with 'what to do in an emergency' information (main display board and kitchen draw) and the location of first aid box/accident book (kitchen wall/kitchen draw).
- Please note the hall does not have a landline so make sure you bring a mobile phone with you for emergencies. Wi-Fi is now available, log in details are on display in the hall.
- Be respectful to other hall users and groups.
- Please clean up any spills from the floors as you go, especially in the main hall to avoid staining the floor.
- The kitchen is available to use during your booking. Please do not plug 2 kettles into the same double socket in the kitchen, it can overload the fuseboard.
- If you plan on selling alcohol you will need to get a temporary events licence from TDC for your event. The bar area in the main hall has glasses and a fridge with shutter access. If this area is required we need to be notified at the time of booking.
- Any breakages need to be reported and paid for if necessary.

- Spare toilet roll can be found in the kitchen in the cupboard behind the bin.
- Tables are in the storage cupboard on the right hand side of the main hall, please return afterwards (total 23 x 6ft tables & 4 x 4ft tables)
- Please store all chairs at the side of the hall and stacked no higher than 4 high (98 chairs total)
- Air hockey/pool table available for use, please contact us for access to accessories
- Use of smoke machines or misting machines inside the hall will set off the fire alarm system so please be mindful of this.
- Please do not park in the space outside the front doors to the building, this is an emergency access bay.
- Bouncy castle maybe used in the main hall, please make sure the company you hire from has the relevant insurances and a **copy is sent over to my email prior to your booking** (annescholefield@gmail.com)
- To adjust the heating, use the dials on the front of the heaters accordingly. Remember to turn back down after use.

### **When you leave.....**

- Please make sure all windows and doors are shut.
- Please make sure you double check the front door is shut as it can get stuck in an unlocked position.
- Please empty all bins and take the rubbish with you, this includes the bins in the toilets.
- Please leave all the rooms exactly as you found them – broom, mop etc. are located in the main hall storage cupboard- please use them!

(If you want to pay for the cleaning service for your event it will be £30 and need to be added at the time of booking)

- Please check the toilets to make sure they are left clean and tidy.
- Please make sure all kettles/water boilers are emptied and unplugged.
- Please leave fridge switched off with the door open.
- If you use the dishwasher please bring your own cleaner and make sure it's emptied with the door left open when you leave (use on Eco cycle).
- Please make sure oven and microwave are switched off.
- Please make sure all lights are switched off, including lights in storage cupboards.
- If you have adjusted the heating please return the thermostats back to number 2 when you leave.
- Please leave as quietly as possible as the hall is located within a residential area.

**Please note we pay for the hall to be cleaned once a week. Failure to leave the hall in an acceptable manner will upset other groups that have hired the venue & will lead to**

**additional costs being added to cover an extra cleaner's shift. Please remember the hall is a charity maintained by a small group of unpaid volunteers so your assistance with the above would be most appreciated.**

**If you need to cancel your booking please make sure you contact us. We have several bookings every year where people do not turn up and do not cancel. These spaces could have been allocated to others if cancelled correctly.**

**Any issues before or on the day please contact/report them to Anne Scholefield 07810 200427/07426 396568 or [annescholefield@gmail.com](mailto:annescholefield@gmail.com)**

**(Secondary contact details in case of emergency – Adam Mitchell 07843 336318)**

**Please note the hall trustees do work during the week so text or email is the preferred method of communication during this time.**