

## Running an Event - Things to Consider

If you're planning an event, whether it's a children's party or a wedding breakfast, here are just a few things you will need to consider, to ensure your event runs smoothly.

### Before you come

Ensure you have booked enough time to cover both setting up before and clearing up after your event.

Although there are some limited items of crockery, glass wear and cutlery kept in the hall kitchen, we would strongly recommend bringing everything you will need. Please do not rely on being able to borrow items from our caretaker. Please see the [Hiring Checklist](#) for further details.

Things to consider bringing with you:

- Tea Towels
- Bin bags
- Scissors
- Tape
- White Tac

Although there are some crockery, glassware and cutlery provided, we cannot guarantee the amount available or level of cleanliness due to the variety of hall users. We would recommend bringing your own items with you – Including things such as water jugs etc

Alongside the hall is an enclosed outside area and a large playing field. You are welcome to use the large outside space as part of your event but please let you know if you plan to use it. The enclosed area to the front of the hall is available by special request only, as it is regularly used by the pre-school and is where they store toys and equipment.

**Licences:** please consider any licences you may require. If your event involves the sale of alcohol, you must obtain a Temporary Event Notice licence from Guildford Borough Council. Proof of this license must be sent to the Hall Manager prior to the event.

**Assisted access:** if you have any guests who require assisted access, there is parking next to the hall entrance and disabled toilet facilities.

If you have any questions prior to your event taking place, please review our 'Frequently Asked Questions' before contacting us. If you can't find the answer there, please email [hall@wmh.org.uk](mailto:hall@wmh.org.uk).

### During your event

If you need to set up tables and chairs, there are stored in main hall and small hall. Please clean them after use and return them to their storage area, using the trolleys provided.

If you need to store food or milk etc during your event, please use the fridge on the left which is designated for hall hire use. If you have a lot of cups / plates, there is a dishwasher available with full instructions on the wall.

If you're holding a children's party and any children are sick or spill drink on the floor, please use the mop and bucket, found in the cleaning cupboard.

If you need to access a first aid kit, there is one situated in the kitchen. Please let us know if any accidents occur or if any first aid items are used.

**WiFi:** there is free wi-fi available throughout the building, the code is on display in the entrance to the hall.

### **After your event**

#### Cleaning up after:

In the room before the kitchen is the cleaning cupboard where you will find the vacuum, brush, bucket and mop etc. These are available for hirers to use to ensure the facilities are left clean and tidy at the end of your event.

Please ensure that rubbish is removed from the hall after the event. There is a wheelie bin outside which can be used however, if this is full, we kindly ask you to take bags of rubbish with you and not leave them on the floor next to the bin.

#### Closing up after:

Please leave the building in a clean and tidy state, remembering to double check toilets and kitchen areas, ensuring taps are turned off and windows are closed. Please clean any spillages when they happen (there is table and floor cleaning equipment in the kitchen and cleaning cupboard. Ensure all lights are switched off and please pull all doors closed before you leave.

Although the caretaker lives on site and will lock up the building at the end of the day, when you leave the premises, please ensure the door is pulled shut behind you.

Please report any breakages to [hall@wmh.org.uk](mailto:hall@wmh.org.uk)

### **Caretaker**

Although the caretaker lives onsite, please do not disturb him unless it is an emergency.

If you have any questions that are not covered in this FAQ, please email [hall@wmh.org.uk](mailto:hall@wmh.org.uk).