

Farnham Village Hall

Hirer Guide

Please read before your booking and check the hall before you leave.

Important: deposit deductions

The hall must be left clean, tidy and undamaged. If these rules are not followed, the cost of additional cleaning, repairs, replacement items, rubbish removal or other losses may be deducted from your deposit.

Arrival

- The keys to the hall are in the key safe, located on the left-hand side wall outside of the hall entrance. The code for the key safe will be provided by the bookings team upon receipt of the final balance payment for your event.
- Please do not park on the untarmacked area on the right-hand side of the hall – this is private parking for the cottages. Please also ensure your guests follow these instructions.
- You may open the gates to the rear if extra parking is required.

Quick leaving checklist

- Replace all tables and chairs to the store room at the back left-hand side of the hall, following the photographs and instructions provided in the store room.
- Sweep the main hall floor. Brooms are kept in the store cupboard by the entrance to the hall.
- Remove all rubbish and take it away with you.
- Switch off the hot water, cooker and all lights.
- Check that no decorations have been left.
- Ensure the back doors to the garden are locked.
- Return the key to the key safe.

Main hall

- Tables and chairs are available in the store room at the back left-hand side of the hall.
- Sweep the floor before you leave. Brooms are in the store cupboard.
- Do not drag furniture across the wooden floor where it could cause damage.
- The heating for the hall is set remotely and should be on before your booking starts and for the duration if required. If there are issues with the heating or the hall gets too warm during your booking, please do not attempt to turn the heating off yourself as it breaks the remote link. Call or message Hayley on 07531 656767 and the heating will be turned off for you as soon as possible.

Decorations

- Do not attach anything to the walls using Sellotape, Blu Tack, drawing pins, nails, hooks or any other adhesive or fixing. These damage the paintwork.
- Small hooks are provided under the dado rail and may be used for bunting or lightweight decorations.
- All decorations, string, ribbon and fastenings must be removed before you leave.
- Any damage to paintwork, walls, fittings or fixtures may be repaired at the hirer's cost and deducted from the deposit.

Music & Noise

- You are welcome to use the speaker system at the hall. This can be connected to any Bluetooth enabled device. Separate instructions on how to use and connect the system will be sent by the bookings team.
- Please be mindful that the hall is located in a residential area, and we ask all hirers to keep noise to a considerate level, especially later in the evening and outside in the garden.
- Music must be turned off by 11:30pm.
- The hall must be fully cleared, locked and vacated by midnight.
- During late night events, please ensure guests leave as quietly as possible at the end of the event to minimise disturbance to nearby residents.

Kitchen

- Hot water: turn on the switch at the back of the cupboard to the left of the sink. Please switch it off again before leaving.
- Cooker: the switch is on the wall. If the display is flashing, the fan oven will not work. Press the second button from the right under the display to stop the flashing.
- Crockery & Cutlery: you are welcome to use the crockery and cutlery supplied at the hall. Please ensure everything used is cleaned and returned to its place on departure.
- Please leave all surfaces, appliances and the sink clean and ready for the next hirer.

Rubbish and cleaning

- All rubbish must be taken away with you, unless previously agreed during the booking process.
- Please do not leave bin bags, food, bottles, packaging or decorations at the hall.
- Please clean up spills straight away and leave the kitchen, toilets and hall tidy.
- Additional cleaning or rubbish removal required after your booking may be deducted from your deposit.

Health and safety

- Fire exits are the entrance door, the door at the back of the hall and the doors from the bar area. These must be kept clear at all times.
- A first aid kit is located in the cleaners' cupboard in the toilet block.
- Please report all accidents, damage, breakages or safety concerns to the Booking Secretary as soon as possible.

Deposit and damage policy

Your deposit is held to cover costs if the hall is not left in the condition required. Deductions may be made for, but are not limited to:

- damage to paintwork, walls, doors, floors, fittings, fixtures, tables, chairs or appliances;
- use of Sellotape, Blu Tack or other fixings on walls or painted surfaces;
- extra cleaning, sweeping or tidying after the booking;
- rubbish, food, bottles, packaging or decorations left behind;
- items not returned to their correct place;
- failure to return the key to the key safe.

Thank you for helping us keep Farnham Village Hall clean, safe and welcoming for everyone.