

FAWKHAM VILLAGE HALL

Frequently Asked Questions

Please refer to your hiring agreement for full terms and conditions of your hire.

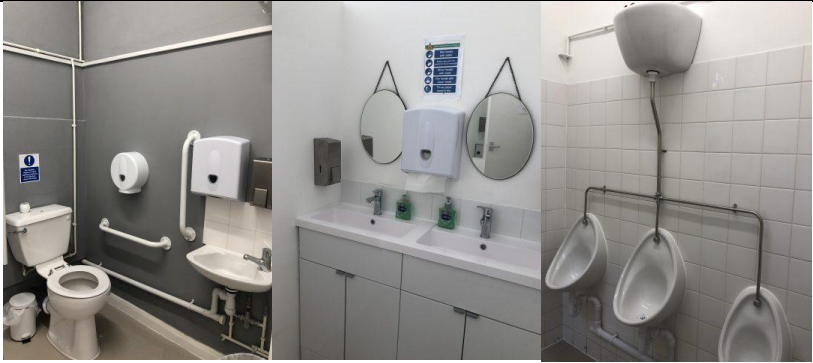
How do I get to the hall?	Address: Fawkham Village Hall, Valley Road, Fawkham, DA3 8NA There are limited public transport links – taxi from Longfield station is your easiest option.
How do book the hall / check availability?	Please visit our booking platform: Home Fawkham Village Hall Our rates are all listed on our booking platform.
I would like to take a look around the hall, how do I do this?	You can view our online tour here: https://www.youtube.com/watch?v=OBNd-45BYqU We do not provide in person tours.
What is the hall's maximum legal capacity?	160 people is the maximum legal capacity, however, please note there is no public transport and a maximum of 24 car parking places which may restrict numbers. Parking must be planned out for larger events to ensure our parking guidelines are adhered to.
What is your cancellation/refund policy?	Please refer to the hiring agreement.
How do I pay for my booking?	An invoice will be sent to your email address containing our bank details. Payments can be made via BACs.
What happens if I damage the hall?	Please refer to your hiring agreement. Any damage must be reported to us immediately.
Do you have CCTV?	Yes there is external CCTV at the hall which monitors the car park area.
What size is the hall?	Main Hall Dimensions: Length 17.0m 55 feet 6 inches Width 7.6m 25 feet Clear Height 2.6m 8 feet 6 inches
Is there parking?	Yes, there is parking. See Appendix 1 which shows our parking plan of where you can and <u>cannot</u> park.

	There are 13 parking spaces that are for hall users only and an additional 11 spaces that are first come first served for hall users / residents. <u>Resident spaces MUST NOT be used by hall users under any circumstances. The entrance to the hall car park must be kept clear at all times.</u>		
How many tables are there?	13 tables can be found in the first double cupboard in the hall. The tables are 72" x 27". Please wipe down the tables after use. 		
How many chairs are there?	40 	64 	
Where do I collect the key for my hall hire?	The Clerk will contact you in relation to your key collection. The key should be collected from and returned to this address: 6 Small Grains Fawkham Kent DA3 8NT For bookings which end later in the evening, you will be asked to return the key the following morning.		
Where do I leave my rubbish?	All refuse is to be removed by hirer, as there is no refuse collection from the hall. Please see the hall hiring agreement.		

Do I need to clean the hall?	Yes, at the end of the hiring the Hirer is responsible for leaving the premises and surrounds in a clean and tidy condition. There is a cupboard containing cleaning tools in the entrance area of the hall. Hirers are welcome to use these tools to ensure they leave the hall clean and tidy after their hiring period.
How late can music and other activities go on for in the evening?	The Hall must be vacated by 12.00 midnight (Monday-Saturday) and 22:00 on Sundays. Hirers should respect the surrounding neighbours at all times.
Can I add decorations to the hall?	Yes but please do not use anything that will mark the paintwork. Any balloons or banners or other decorations fixed externally or internally must be removed and taken away to be disposed of when you leave, including anything used to fix them.
Do you have space for regular hirers?	Yes we do – please get in touch! We offer discounted rates for regular hirers and have a locked storage cupboard for regular hirer use only.
Do you have a plan of the hall?	No but here is a photo of the main hall. There is a serving hatch from the hall into the kitchen. Please also see the virtual tour: https://www.youtube.com/watch?v=OBNd-45BYqU

	
Do you have outside space?	No.
Does the hall have wifi?	No.
Are bouncy castles permitted?	Yes – but make sure it will fit. Check hall dimensions listed above.
Can I smoke outside the hall?	No. The Hall and the car park, in compliance with the Law, is a No-Smoking Zone.
Can we sell alcohol?	Our license does not cover the sale of alcohol. The Hirer shall be responsible for obtaining such licenses as any be needed whether from the sale, or supply of intoxicating liquor.
Can we play music?	Yes both live and recorded music are permitted to be played under the hall's license.
Do you have a garden?	No.
Can I have fireworks outside?	No.
What facilities does the kitchen have?	• Fitted cupboards and lots of worktop space, fitted in 2020 with the help of a grant from KCC • A double width range cooker, installed in 2019 with a grant from a Brands Hatch Families Day • Double-glazed windows fitted March 2017 • Fridge / Freezer and a second under-counter fridge • Stainless steel sink with H&C water

	• A separate hand wash basin • Dishwasher with a quick wash function • Large electric water urn for hot drinks • Electric kettle plus large aluminium teapots • Large range of china and cutlery available. No glasses are provided. • Limited cooking equipment such as trays, pans and tools, so please provide your own. Please ensure anything used is cleaned and put back in the cupboards in a tidy manner to avoid breakages. To ensure both ovens work, please turn the small dial so the time is not flashing. The left oven will only work once this has been done. Please turn oven off at switch when leaving the hall (red switch on the wall to the right-hand side). 
Is there a dishwasher?	Yes but please bear in mind that if using the dishwasher, use the short 30 minutes cycle indicated on the front of the machine. Ensure the cycle has finished and the dishwasher unloaded before turning off the electricity and leaving the hall.
Are animals allowed in the hall?	You must seek prior consent before any animals enter the property.
What features does the hall have for disabled people?	There is a disabled toilet and the access to the hall is wheelchair friendly.
How many toilets are there?	• Ladies toilet with two WCs and hand basin with H&C water • Gents with two urinals, a child's urinal and one WC plus hand basin with H&C water • Disabled toilet with WC and hand basin with H&C, with an alarm fitted. A baby change unit is also available. • All consumables are included in the hiring fee.

	
Where is the stopcock for the hall?	The stopcock for the hall's water supply is located in the gents toilet, to the left of the sink. This must only be turned off <u>in emergencies only</u>. 
Do you have a secure storage space?	There is some limited lockable space for regular users to leave equipment.
Electricity	There are 12 x 230V 13A socket outlets (6 doubles) distributed around the hall. The electrical installation is professionally inspected and tested by a NIC EIC approved contractor as required.
Fire Exits	There are 2 fire exits, in addition to the main entrance door. Inspections of fire protection equipment are undertaken annually.

Appendix 1

Village Hall Parking Guide



7 spaces

For hall users only.

5 spaces + 1
disabled bay.

For hall users only.

Please park only in the public parking areas indicated.

DO NOT PARK In any of the yellow area indicated, this is for residents only.

11 spaces – first come
first served