Guidance for Hall Users

**PRIOR TO MY EVENT**

**Can I visit the hall before I book it?**

Yes, viewings can be arranged on request. Please email pbvhcommittee@gmail.com

**How do I secure my booking and what are the payment arrangements?**

When you have made a booking using the online calendar you will be contacted regarding payment, which must be made within 7 days in order to secure the date and time you have requested.

If you need to cancel the booking with less than seven days’ notice (including the date of the booking itself) you will be liable for 50% of the full hire fee.

Please ensure you allow sufficient time for setting up your event and clearing up afterwards when making your booking.

**What is the capacity of the Hall?**

The Hall has capacity for around 60 people standing. We have sufficient seating for 50 people and if laid out with tables (cabaret style) it can accommodate up to 40 people.

**What is the size and layout of the hall?**

Please refer to the room plan (above) on this page.

**Access to key and return thereof**

We will contact you a few days before your booking to confirm arrangements for access to keys and their return.

**How many tables and chairs are there, and what size are they?**

The hall has eight rectangular folding tables (approx. 1.8m x 0.8m) and ten square folding tables (60cm x 60 cm) with enough seating for 53 people .

**What kitchen facilities are there?**

The kitchen is accessible directly via the main hall and has a large serving hatch to the hall itself. The use of the kitchen is included in the hire charge. The kitchen includes an electric range-style cooker, fridge/freezer, dishwasher, crockery, glasses and utensils.

**Do you have a bar?**

We generally use the serving hatch from the kitchen as a bar for hall events. If you want to bring in a mobile bar for your event that is fine too but if you plan to sell alcohol, either from the serving hatch or a mobile bar, you will need to apply to the local authority for a [Temporary Event Notice (TEN](https://www.cheshireeast.gov.uk/business/licensing/alcohol_and_entertainment/temporary_event_notice.aspx)). These must be applied for at least 10 working days before the event itself and cost £21. The whole process. including payment, can be done online by the hirer but we need to know in advance if you intend to apply for one as there is a limit on the number of TENs that the local authority will grant to the hall each year.

**Can I provide alcohol at my event?**

If alcohol is provided at the event completely free of charge, no licence is required. If you intend to sell alcohol you will need prior approval from the hall management committee and you will need to apply for a Temporary Event Notice (also known as a TENS). See ‘Do you have a bar?’ (above) for more information.

**Is there a stage and sound equipment?**

The hall does not currently have a stage. It has a music system for playing CDs, radio etc and we can also provide a small professional standard PA system with microphones for your event at a reasonable cost if required. Please ask for details.

**Do you have WiFi?**

Yes, we have a good Wi-fi facility offering download speeds of around 25Mb. The Wifi network is free of charge to use and is secured by a password which will be provided to you when you make your booking. The details are also on display within the hall itself.

**Use of outdoor space**

The garden outside the hall is available for your use. Please note however that it is not completely fenced off so children will need adult supervision. The gardens are made available at the hirer’s sole responsibility and the hall cannot be held liable for any accidents or damage, howsoever caused.

**Is there car parking?**

There is parking for approximately 10 vehicles in the open car park behind the hall, which is accessed via Quarry Bank (follow sign posts) or up the steps outside the village hall. Please note that some of these spaces may already be in use by local residents or walkers visiting the area. There is room for one car to park temporarily outside the village hall entrance on Hill Lane for loading and unloading only or disabled access.

**What disabled access and facilities does the hall have?**

All parts of the hall are accessible to people with disabilities. Disabled access to the hall itself is via Hill Lane only but please be aware that there is only one parking space on Hill Lane and we cannot guarantee the space will be free.

**Are there baby changing facilities?**

A baby changing station is in the hand washing area of the ladies toilets.

**Can I attach decorations to the wall and ceiling?**

Yes, but please do not use drawing pins or tape on the walls, paintwork, pillars or other surfaces (tape damages paintwork), use Blu-tack if you need to put up notices or decorations.

Do not fix decorations near light fittings or heaters. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are permitted without prior agreement.

**Instructions for heaters**

Please use these only as needed and once the building is warm, please consider switching them off. The cost of energy is increasing and we need to ensure we can cover all of our heating costs through the hire fee for the time you are using the hall. Please respect this and help support us by using the heating sensibly.

**Instructions for lighting**

We have two sets of lights, the ones near the entrance run on traditional light bulbs and should not be used as they are expensive to run (see signs advising this). Instead, please use the LED lights which are much more economical. The switches for these can be found by the single window on the side of the hall labelled ‘track lights’ and also around the corner near to the chair and table storage area.

**DURING HIRE**

**What should I do in the event of a fire?**

Please familiarise yourself with the Fire Procedures before your event in the Hiring Agreement and with our Health and Safety Policy. The Fire Service must be called to any outbreak of fire however slight, and must be reported to your booking contact.

**If I find some faulty equipment at the Hall; what should I do?**

If a malfunction is interfering with the proper running of your event, you may report it immediately to the contact shown on the email confirming your Hire Agreement. For non-urgent issues contact us at pbvhcommittee@gmail.com

**I’ve broken something belonging to the Hall;** **where should I report this?**

Please email us at pbvhcommittee@gmail.com and also alert us to this on handing the key over.

**AT THE CLOSE OF MY EVENT**

**How much cleaning and clearing-up do you expect me to do?**

The hall must be left in a clean and tidy condition. We request that all tables, chairs and equipment are put away, wooden floors swept, kitchen surfaces wiped clean, crockery, glassware & utensils etc. cleaned and put away in the cupboards, cookers wiped clean (if used), kitchen and toilet floors mopped & kitchen waste bin emptied in the black bin outside. We reserve the right to recharge you for the cost of additional cleaning where the hall is not left clean and tidy; the fee charged will be £80.

**What time must we leave?**

The Hall must be vacated by the end of your specified booking period. Bookings are often back to back so you must have vacated the hall completely by the end of your booked time. Please bear this in mind when making your booking.

**What should I do with my rubbish?**

Please recycle as much as possible using the grey recycling bins provided (for cardboard, glass, cans, paper etc) Please ensure bottles and cans are rinsed, and empty of liquid. Used paper plates cannot be recycled due to risk of food contamination.

**AFTER THE EVENT**

**I think I’ve left some property at the Hall; what can I do about it?**

Please contact us as soon as possible at pbvhcommittee@gmail.com

**I’d like to leave some feedback on my experience of the Hall.** **How do I do this?**

We always welcome your feedback so we know what we got right and where we can improve. Please contact us at: pbvhcommittee@gmail.com