

Culford Village Hall – Booking information sheet

Access

The code for the key safe by the side door will be emailed to you by the booking team. Please return the key to the key safe and randomize the numbers before you leave.

There are some additional keys in the brown left hand cupboard next to the front door. The rather dirty one opens the front door. This door can only be opened from the inside but it is more useful as an entrance in the summer months. There is also a small key that allows access to the fire panel. Please ensure that this bunch of keys is returned to its hook.

Please ensure that all windows and doors are closed and locked and that the lights and heaters are turned off when you leave. Chairs need to be stacked at the front of the Hall (by the main entrance) facing the stage.

Cleaning

Inside the brown cupboard in the kitchen, there is a long key, hanging on a hook on the left which unlocks the storeroom. This is where all the mops, brooms and hoovers are kept.

Our booking fees are low because we don't have a caretaker, therefore we rely on hirers to leave the hall in the state they would like to find it. We allow time either side of the booking for set up and subsequent cleaning. Failing to leave the hall in an acceptable state may affect any future bookings.

- All the tables you have used should be wiped clean.
- Bins should be emptied.
- Toilets should be left in the state you would want to find them.
- If you fill both the dustbins, then please take your rubbish away with you.
- Please wash all crockery and put it away.
- Please do not use plastic glitter products – it is not very eco-friendly and almost impossible to clean up because of the static.
- NO CONFETTI BOMBS INSIDE OR OUTSIDE THE HALL.
- There is a glass recycling container outside Culford Club – please do not put glass in the bins.

Facilities

All the electricity is free. Should you need the main hall heaters, they are on timer switches (three in total). The timers last for an hour and can be switched on again for an extra hour each time. There is also a master reset switch to turn them all off. These are located on the wall opposite the stage end of the hall (left hand side).

The tables and chairs can be set up as you please. There are 11 large tables, mostly on the trolley and some smaller ones in the back room cupboard where the table tennis table is. There will be ~100 chairs at the front of the hall and maybe some on the stage. When you leave the hall, please stack the chairs (no more than five high) and put them back at the front of the hall facing the stage. There is a trolley to help you move them.

The bowling mats in the small meeting room can be moved as they are on wheels, however if you do move them, please remember to return them to the small meeting room before you leave.

Parking

Please DO NOT park on the pavement – The Street is an unrestricted road and parking is allowed on the highway. Please park on the road if you are unable to park at the Village Hall.

Licence Summary

Entertainment

Licensable activities (Entertainment, Dance, Live & Recorded Music) are permitted during the following hours:

Monday – Saturday from 10:00am to 23:30pm

Sunday from 10:00am to 22:30pm

Alcohol

- Under the terms of our licence alcohol CANNOT be sold.
- Alcohol CAN be served at your events so long as it is not sold separately (e.g. a ticket price may include alcohol being served at that event but it cannot be sold separately)
- Guests attending events CAN bring alcohol for their own consumption.
- **A temporary licence allowing the sale of alcohol can be arranged by the hirer.** There is an additional cost for this, which is paid by the hirer direct to West Suffolk Council. Please contact West Suffolk Council Licencing Department for further details.
- Liability for failing to have the correct licence is with the Hirer and not the Village Hall Premises.

If you wish to review our Premises License Summary it is displayed on the notice board.

Emergencies

The first aid box can be found in the kitchen. It is clearly marked. There is an accident book inside.

There is a defibrillator outside Culford Club (towards Bury) and one at the school sports centre.

If you need to call an ambulance, the postcode for the hall is on the noticeboard (IP28 6DN)

What 3 Words location is: [awoke.observers.beard](http://www.what3words.com) (see www.what3words.com for an explanation of what this is)

In the event of a building emergency please contact either Tony Bate on 01284 728406 or Rachael Salt on 01284 581303.

Fire

Please familiarise yourself with the fire plan below.

