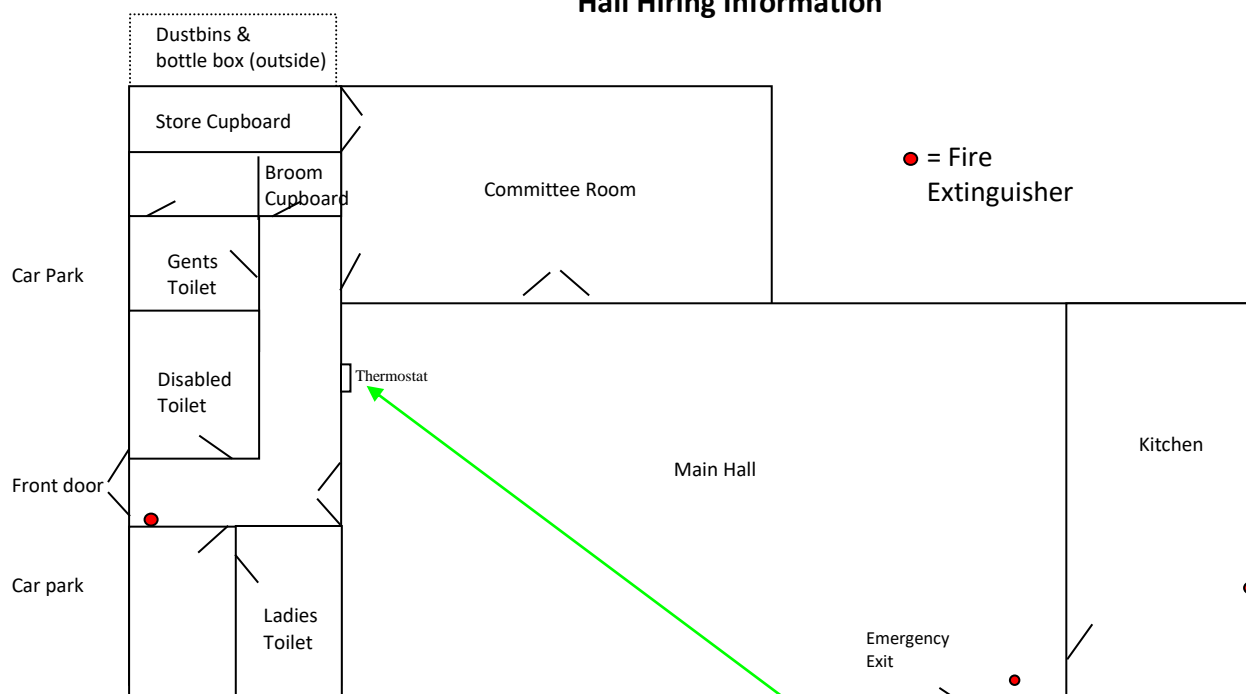


SHALDEN VILLAGE HALL

Hall Hiring Information



Hall heating: Hall heating is controlled by a thermostat mounted on the wall in the main hall. The temperature can be adjusted using the OVERRIDE buttons to set your required target temperature, as displayed on the right of the display. **Please ensure you return the target temperature to 5 degrees c when you leave.**

Tables and chairs: These are kept in the committee room store cupboard. There are 21 red chairs (use these first), 23 blue chairs, 8 large tables and 6 small tables in the cupboard. A further 14 blue chairs, 15 dark coloured chairs and 5 card tables are in the outside shed. Please ask if you need the combination for the shed.

Kitchen facilities: Electric oven & hob, microwave, fridge, kettles, mugs, cups & saucers, plates and glasses. Switch for oven is in cupboard to right of sink. Limited cutlery in the kitchen, more stored in boxes in the outside shed.

Cleaning: Brooms, vacuum cleaner, dustpan and mop available in broom cupboard. **Please leave the hall as you found it with floor swept and bins emptied.** Green bin - non-recyclable waste in black bags; black bin - paper, cardboard, tins & plastic bottles; box - bottles.

Rules for hirers: Please switch off all lights and reset any heating changes on leaving. All damage and breakages must be paid for. No alcohol to be sold without a licence. Please return all tables and chairs to the store cupboard, stacked according to the plan. Please keep noise to a reasonable level. Please put all rubbish and empty bottles in the relevant bins/box outside. Please leave hall as you would like to find it, clean and tidy with floor swept. Beehive nursery school furniture may only be used with school permission.

Hire rates:	Shalden residents	£7.00/hour
	Non residents	£9.00/hour

Contact for booking, key collection and payment:	Cathy Boyes	01420 86267 / 07958 790173 / cathy@bluedodo.co.uk
		Elmdon (opposite hall with steep tarmac drive)
		Payment can be made by cash, cheque or BACS. Please make cheques payable to 'Shalden Village Hall' or ask for BACS details