

Hemingford Abbots Village Hall

General Information - Please note the following

Car Parking

The limited parking available to the front of the hall is primarily for the use of disabled persons. Please ask your other guests to use the car park to the side of the hall, which is clearly signposted. Please note that the gate to the car park will be locked 15 minutes after the termination of the hiring time. Any cars remaining in the car park after this time can only be collected the next day.

Finishing Time of Hire

- The latest finishing time for any hire is midnight with all music terminating promptly at 11 pm and no drinks served after 10.30pm.
- After midnight, the only persons remaining inside the hall should be those helping to clear up. An extra charge may be levied if you overrun this time.
- All clearing up should be completed as soon as possible and in all events the hall should be vacated within your booking time. An extra charge may be levied if you overrun this time.
- Tables must be wiped clean before stacking away.
- Please ensure that the hall is left as you found it, in a clean and tidy condition

Failure to comply with these requirements could result in the forfeiture of part or all of your security deposit.

Consideration of Others

Please ask your guests to leave quietly. Car doors banging and loud talking disturb the local residents. This includes asking smokers to talk quietly outside the front of the hall. Please note that a member of the Management Committee may, at any time close down the event without refund if, in their opinion, there is excessive noise and/or music. Note that verbal or physical abuse of staff or members of the Management Committee will not be tolerated and will lead to the immediate termination of the event and the forfeit of the entire security deposit.

Safety

The exact location of the fire exits and fire extinguishers must be noted before the Hall is occupied and the manner of opening the fire doors should be made known to your guests (a sketch plan is overleaf). In the event of a fire the Hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called by dialing 999.

Smoking and the use of E. Cigarettes are not allowed inside the hall. The use of all fireworks, candle lanterns and smoke machines is strictly forbidden inside and outside.

Kitchen

Please leave the kitchen clean and tidy. In the interest of health and safety, the use of rubber gloves is recommended when washing dishes.

Wi-Fi Internet Connection

Free Wi-Fi is available inside the Hall, with the network and login details posted in the foyer area and in the small meeting room. Use of this facility is solely at the users' risk with the hall accepting no liability whatsoever.

Comments

Any comment or observation that you may have regarding your hire should be addressed to the Chairman of the Management Committee email: Chairman@havh.org

We wish you a happy and successful function
Jenny Desborough, Booking Secretary
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