

# CHITTERNE VILLAGE HALL INFORMATION SHEET

## FACILITIES

- There are two rooms, one slightly larger than the other, which can be used as two separate areas, or the folding doors can be opened to make a large space which will accommodate 168 standing or 76 seated.
- There are table, chairs, crockery and cutlery for 76.
- There is a well-equipped kitchen, which has a cooker, fridges, microwave, Hostess trolley and small dish washer.
- Coin operated meters (£1) are used to provide lighting and heating.
- Disabled facilities are good, with a ramp to the entrance and disabled facilities inside the Hall.
- There is a car park to the front of the building and a patio to the rear, which can easily accommodate a marquee, should extra space be required.
- There is a designated smoking area outside the hall.
- We do not have a cleaning lady, so we would ask that you clean the hall after use, leaving it in a similar state to how it was on your arrival.

## WHAT HAPPENS ONCE YOU MAKE A BOOKING

- To confirm your booking you will be asked for a deposit - the amount depends on how long you are booking the hall for.
- You will be sent a copy of the Chitterne Village Hall Conditions of Hire, which we would ask you to read carefully. (this can be viewed in advance on the website)
- You will be asked for a time when you will arrive at the Hall, where you will be met (usually) by a Village Hall Committee member, who will let you in and show you around.
- On receiving the key, you will be asked to sign the Hire Agreement and give the outstanding balance for hiring the hall.

Please note that mobile phones do not work in Chitterne but there is a Public Phone Box situated outside the Hall and a list of emergency contact numbers is in the Welcome Folder.