

## Useful information

- Costs include use of tables and chairs
- Kitchen hire includes use of crockery, cutlery and all kitchen equipment
- Glasses can be provided on request
- We have Wi-Fi within the building, the codes for which can be obtained from the Bookings Secretary
- We accept debit and credit cards
- We have 2 first aid kits onsite – in the foyer and in the kitchen, as well as a defibrillator – outside the front door
- A non-refundable deposit of £50 is required for any bar event
- A non-refundable deposit of 10% or £10 (whichever is the greater) is required at the point of booking for any non-bar event
- A damage deposit of £100 is required for any bar event or overnight hire of the hall
- Our insurance does not cover high risk items such as bouncy castles. Please ensure that you have discussed insurance with your bouncy castle provider to ensure that they have covered you under their insurance or that you have your own insurance in place.
- Our building is a licensed premises, so you cannot bring alcohol onto the site. We are happy to order drinks in for you from our suppliers or a special corkage arrangement can be made. The number of bottles to be brought onto the site must be declared to us 1 week in advance of the event. Current corkage charges are as follows:

Table wine	£2.50 per 75cl bottle
Sparkling wine	£3.00 per 75cl bottle
Pimms	£7.50 per 70cl bottle
Pimms	£10.00 per 1l bottle

- Please contact the Bookings Secretary if you wish to discuss this further
- We are happy to supply glasses for drinks brought in under a corkage agreement
- You are responsible for any damage or breakages that occur during your booking
- **You are expected to leave the hall as you find it – removing waste, sweeping and cleaning as necessary**