

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 damage deposit of £100 is required for any bar event or overnight hire of the hall
- Our insurance does not cover high risk items. Please ensure that you have sufficient insurance cover in place for your event or activity
- 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:

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|----------------|-----------------------|
| 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**
- Regular hirers of Swanton Morley Village Hall will be invoiced for hire at the end of the month of hire
- Payment is due within 30 days of the date of the invoice, however, prompt payment is appreciated