



## Facilities at Boxford Village Hall

Thank you for hiring Boxford Village Hall. Here is some information about the facilities we have.

### The Kitchen

The kitchen has a 5 ring, 2 oven electric range cooker as well as a traditional domestic electric cooker.

There are some oven trays, but other than those, we have no pots or pans.

There are two fridges for you to use. Please leave them switched on when you leave.

Cups, saucers, tea plates, bowls and mugs are provided for everyday use in the wall cupboards and the base cupboards underneath the hot water boiler. You will find some of the kitchen cupboards are locked. These contain items owned by our regular clubs and groups and are not for general use. Wedding crockery is available to hire at an extra charge.

Tea towels and a hand towel are provided for your use and will have been laundered prior to your hire. Please leave used tea towels and hand towels in the basket provided. Clean ones can be found in the kitchen drawer.

An always-on boiler provides hot water for teas, coffees etc. Please leave it switched on when you leave so it is ready for the next hirer.

Hot water from an immersion heater is always available to the sinks for washing up, but you may care to use the commercial dishwasher which has a 2-minute cycle once it has warmed up (which can take 40 minutes). Instructions for use are provided

**Please note that the kitchen is out-of-bounds for all children even if accompanied by an adult.** This is an insurance requirement.

### Cleaning Equipment

The tall cupboard in the kitchen contains a Henry vacuum cleaner, a large broom and a dustpan and brush all for your use. Should you need it, there is a mop and bucket in the lobby by the rear fire door. Additional cleaning materials including rubber gloves are under the sink. Please leave the hall clean and tidy when you go.

Black bin liners are in the kitchen drawer. Please bag-up all your waste and put it in the big bin by the back door.

### Chairs and Tables

100 chairs are available. Some are stacked in the hall near the bar, others are in the rear storeroom. There is a key to the store room in the key safe.

26 Formica topped 4-seater square tables are stored in the hall, some erected, some folded and 15 8-seater trestle tables are stacked in the rear storeroom.

Please return all tables to their original location when you leave and make sure chairs are stacked no more than 6 high in the bar area. There is a chair trolley for your use.

Let us know in advance if you would like table cloths and/or wedding chair covers and we will make these available to you. There is a charge to hire table cloths and chair covers.

### Lighting

You can choose between bright overhead LED strip lights or more intimate wall lighting. The switches for the overhead lights are located on the wall in the main hall near the electricity isolation cabinet. They are clearly marked. The wall lights are controlled from a dimmer switch located on the wall near the bar. Instructions for its use are posted there.

### Ceiling Fans

Ceiling fans may be used if the hall gets too warm. The controls for these are located near the strip light switches.

### French Doors

If you wish to open the French overlooking Stone Street Road, then let us know prior to your hire and we will unlock them for you.

### The Bar

The bar can be run by village hall staff **if they are available** – check with us first because we cannot guarantee the availability of bar staff. In this case, customers will pay for their drinks in the normal way and the village hall gets to keep the proceeds of the sales. Alternatively, you can apply to us for a licence to run your own bar. A licence is charged at £50. In this case, you will stock the bar and operate it yourself, keeping the proceeds from your sales. If you run your own bar, you must wash all the glasses before you leave, put cans and plastic bottles in the blue recycle bins and take all your glass bottles to the bottle bank. Please do not leave bottles for us to dispose of. There is a

glass washer in the back bar. Once the licence has been agreed, we will give you the key to the bar.

### Heating

The hall is centrally heated and the heating will have been turned on prior to your event, so the hall will be warm when you arrive.

### Wi-Fi

Wi-fi is available for you to use free of charge. Use the "BT Guest" network. No password is needed.

### When you leave

Please make sure that all windows are closed and lights turned off. Leave the hall clean and tidy ready for the next hirer as we cannot guarantee there will be time for the cleaner to come in after you. If we have agreed that you lock up, please ensure the doors are all firmly closed and locked, and the keys returned to the key safe.

### Damage Waiver

Providing that the hall has been left clean and tidy and no breakages have occurred, we will refund your damage waiver. Please let the booking secretary know your bank account details so we may make the refund via BACS.

Thank you for hiring Boxford Village Hall and we hope you have a successful event.