

Rampton Village Hall

Hirer's Hints, Tips and Requests.

Please read the following to obtain maximum enjoyment from your booking.
If you feel anything extra should be added to this please let us know (contact details below).

Keys

The set of keys issued gives you access to most of the Hall.

The gold key opens the main entrance doors and cleaner's cupboard.

Please keep the cleaner's cupboard locked when not in use to prevent access by children.

The cloakroom is generally left unlocked but can be locked with the gold key for security.

The other keys on the hirer's set are:

- External kitchen door.
- External door by Meeting Room.

A security key hangs just inside the cleaner's cupboard if other doors need to be opened.

The cupboard within the cloakroom is not accessible by hirers.

Please leave all doors locked as you found them.

Unless otherwise arranged please return keys to 67 Cow Lane, Rampton.

(On the left, just before the end of the speed limit signs.)

Parking

Please try to avoid parking on the grass.

The road alongside the Hall should not be obstructed as it provides access to the electricity sub-station.

Heating, Lighting and Hot Water.

Electricity costs are included in your booking but please do not waste energy.

The infra-red heaters in the main Hall are switched individually.

The urn and kettles in the kitchen are for hirer's use. Please turn on the extractor fan whenever the urn is used.

A switch for hot water is located by the water heater in the cleaner's cupboard. It takes about 20 minutes to provide hot water from switching on.

Please ensure all lights, heaters and the hot water tank are switched off as you leave.

Equipment

A first aid box is located by the bar. Please advise the Letting's Agent if you had cause to use it. Chairs and large tables for hirer's use are stored in the cloakroom. Please return them as you found them.

Small tables are stored in the cupboard beside the bar.

Crockery and cutlery is available in the kitchen.

Cleaning equipment is located in the cleaner's cupboard. Please aim to leave the Hall as you find it.

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General Points

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

The use of drawing pins, blu-tack and sellotape on the walls or other surfaces is strictly forbidden. Decorations must not be fixed near light fittings or heaters.

Smoking is not permitted in any part of the Hall.

Rubbish

A litter bin is located in the kitchen for sundry litter.

Any large quantities of rubbish must be removed by the hirer.

Faults / Damage / Comments

Please report any faults or damage to the Lettings Agent as soon as possible so that they can be quickly rectified. The Management Committee welcome any comments or observations you may have about your hire of the Village Hall. A feedback form is enclosed with the booking form if you wish to send comments though to the Committee following your event.

Please note that deposits will be withheld to cover damage and extra cleaning if it is required.

Making Contact

A public phone box is located towards the village green on the far side of the road.

If you require assistance please call:

Martyn Blunt 01954 252214 / 07769 142752

Gilbert Smith 01954 200430

Please note we cannot guarantee availability.