



Shere Hall - Notes for Hirers

LETTING CONDITIONS

In paying for the hire of the hall I confirm that I have read and accepted all of the terms and conditions set out below

1. **PAYMENT** The hire fee is due on booking the hall. A refundable deposit against damage to the hall is due prior to the event. This is returned after the hall has been checked and all is left clean and tidy and everything returned as found.
2. **CANCELLATION** in the event that your event has to be cancelled, a refund will be paid at the discretion of the bookings secretary
3. **KEY** The booking secretary will email instructions on how to access the key from the key safe by the front door of the hall. Please replace the key in the keysafe after locking up.
4. **LICENSES** please refer to the pdf on this website
5. **FIRST AID** There is a First Aid box and Accident Report book in the kitchen.
6. **INJURY/INSURANCE** The Management Committee has Public Liability Insurance, but this does not cover injury to people using the Hall who are injured as a result of the activities they undertake or through their own equipment. Insurance against these risks is the responsibility of those using the Hall.
7. **NOISE** Please remember the neighbours and keep noise to a minimum, particularly late at night. There is a courtesy note on the website that can be printed out and put through neighbours letter boxes.
8. **DAMAGE** All loss and/or damage to the Halls and/or its fixtures/fittings/equipment is the responsibility of the hirer/user.
11. **BOUNCY CASTLES** We regret that we are not able to permit the use of bouncy castles or other such items in the hall.

BEFORE YOU LEAVE

CLEANING UP & RUBBISH

Users must leave the Hall clean and tidy.

If you use the Hall in the evening it should be cleaned before you leave unless you have made other arrangements with the [Bookings Secretary](#).

The rubbish bin in the kitchen has a black sack in it. *More black sacks are under the sink*. Please put all the rubbish bags in the large hinged rubbish container down the side of the Hall

TABLES & CHAIRS

Please return them to where you found them, following the guidance on the various notices.

SAFEGUARDING

[See the policy on our website](#)

FACILITIES

HOT WATER

There is a kettle, and for larger quantities a hot water boiler. Instructions are in the kitchen. 2 x 6 pint and a smaller teapot are stored in the 'TEAPOTS' cupboard under the boiler.

HOT CUPBOARD MOBILE

Instructions on for this are in the kitchen.

WASHING-UP

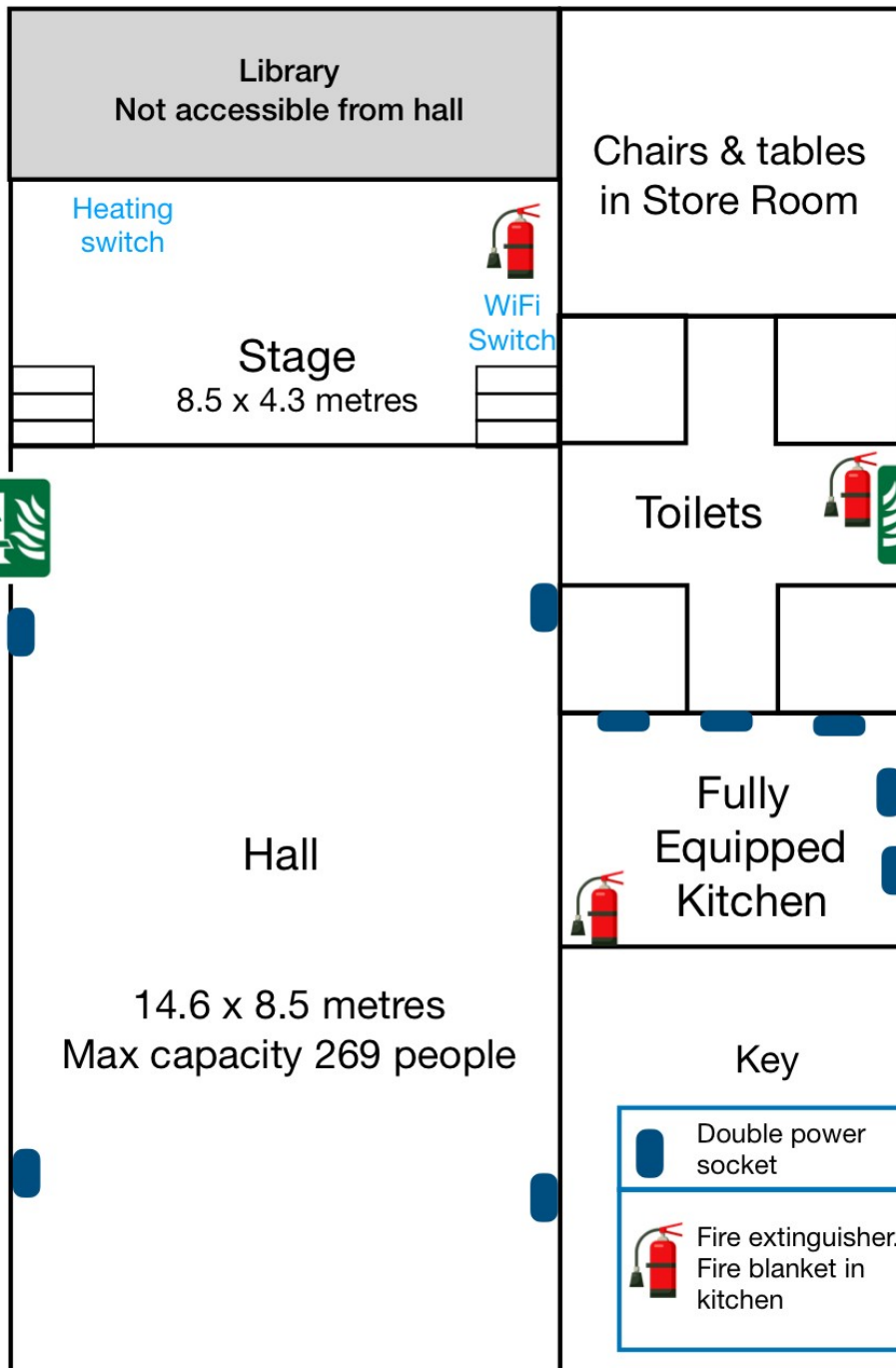
There is no dishwasher and tea towels are not supplied.

DECORATIONS

Please discuss with the [Bookings Secretary](#) what is allowed



Public car park



Main Entrance

Gomshall Lane

HALL FACILITIES

INSIDE:

The Kitchen has a roll up hatch to the hall and is equipped with:

- Stainless steel double sink & large draining board
- Washing up bowls and drainers
- Stainless steel hand wash basin & electric hand dryer
- Instantaneous water hot water 'geyser'
- 5 zone induction hob & single oven
- 2 under-counter fridges *no freezer compartments*
- Mobile hot cupboard
- Kettle
- Water boiler plumbed-in, self-filling with a continuous supply of boiling water
- Crockery & cutlery – 180 sets, selection of wine glasses and tumblers
- Large roll top rubbish bin

Consumables are on the window sill to keep them out of the reach of children:

- 'Fairy Liquid' or equivalent washing up liquid 'Flash' or equivalent Surface cleaner
- Surface sanitizer
- Liquid hand soap

Stored beneath the sinks

- 'J cloths' or equivalent
- White sacks for bins in the toilets
- Black sacks for use in litter bin

We do not provide items such as washing up brushes or tea towels

Toilets

- 2 Unisex Accessible Toilets with alarms
- 1 Nappy changing table in an Accessible Toilet
- 1 Female toilet [3 cubicles]
- 1 Male toilet [3 urinals and 1 cubicle]
- 'Step-up' stools for children in all toilets
- Toilet training seats in both Accessible Toilets

Stage

- Curtained steps from the hall floor
- Proscenium curtains with manual opening & closing gear
- 2 general lights
- Upright piano [which cannot be moved off the stage down to the hall floor]

*The Diamond Jubilee Library may be converted into two changing rooms [each with its own toilet] if required. *Please ask if you wish to use them*

Sound enhancement & loop - please ask if you wish to use it

- 1 lapel radio microphone
- Hearing loop
- Soundsystem that can play music from i-phones, i-pads, memory sticks and SD cards

OUTSIDE:

Street Lighting

There is none so bring torches to use after dark.

Limited exterior lighting is provided by 3 bulkhead lights - 1 in the lobby and one at each end of the Hall. They are all controlled by a switch in the lobby.

Limited parking for a couple of cars on the right hand side of the drive next to the hall.

The left hand parking area is for the use of Shere Museum and is not available to hall users

The Fee paying **Public Car Park** is adjacent to the hall and independent of the village hall.