

Q. MAXIMUM number of people that can attend a function in the Main Hall?

A. 150 although 120 is more comfortable, however if using the bar as well then another 40.

Q. TABLES & CHAIRS -Does the cost of hiring the hall include the hire of tables and chairs?

A. YES but please return the tables to the storage cupboard (s) after use and the chairs to be stacked as per the posters on the wall in the main hall.

5 circular banquet tables 5ft diameter will need table coverings

5 oblong banquet tables 6ft long will need table coverings

10 oblong tables 6ft long which need to be covered.

75 chairs in hall

Bar lounge area has its own tables and chairs.

Q. DECORATIONS - Are we permitted to put up pictures and decorate the walls etc?

A. YES but please use Blu-Tack. NO Sellotape, pins or anything that may damage the paintwork.

Q. KITCHEN - What equipment is provided?

A. The kitchen is equipped with a domestic cooker (hob, grill and oven), kettle, microwave and fridge. There is NO crockery or cutlery etc. There are NO tea/coffee makings. The kitchen should be left clean and tidy after use.

Q. HOURS - Is it possible to hire the hall for use after midnight?

A. NOT NORMALLY - The normal hours are until 11:30 when the bar will close and all must be vacated by midnight out of respect to our neighbours.

Special events may ask for a bar and music licence extension in good time for this to go to court, all fees would need to be paid for by hirer and would include extra fees for extended bar staff etc. This is also dependant on whether the licencing authority agree to an extension.

Q. ALCOHOL - Can we bring our own alcohol instead of using the bar facilities provided?

A. NO, all alcohol must be purchased from the main bar facilities. Champagne, sparkling wine etc for toasting can be provided by the bar manager. This should be requested at least 2 weeks before the event. Should persons found to be consuming alcohol not bought on the premises this is against licencing laws and the alcohol will be removed and disposed of and as item 3 in the terms the damage deposit will not be refunded and the persons involved asked to leave.

Q. BAR - Can you give me more information on the bar facilities?

A. The bar facilities are provided by Yateley Village Hall Management Committee. The bar is stocked with limited drinks, a list of these can be requested. If there is something specific required i.e. Champagne etc then this can be arranged with the bar manager.

Q. CEARING UP after our event?

A. You are responsible for putting away all tables & chairs, sweeping the floor and disposing of all rubbish. There are no public bins on site, so you'll need to take the rubbish away with you. This must not be left near the on-site bins which have to be paid for by the Village Hall.

Alternatively – you may wish to use the services of our cleaner for an extra charge if there is no party immediately after yours.

Q. DAMAGE DEPOSIT - When and how will my damage deposit be returned to me?

A. If it is practical to inspect before your departure it will be returned on the night via the bar staff or whoever locks up. If not it will be returned via our treasurer within two weeks following the event unless there is a dispute on damages etc. You will need to supply your bank details for a bank transfer.

Q. PAYMENTS?

A. Payments should be by **BANK TRANSFER**: Barclays Bank, A/C Name: Yateley Village Hall, A/C No: 90989401, Sort: 20-16-99 as detailed on your agreement. This is the preferred method.

Alternatively, cheques should be made payable to 'Yateley Village Hall' and sent to: The Treasurer, Yateley Village Hall, Yateley, Hampshire GU46 6NG. This may however delay payment due to lack of banking in Yateley.

No Cash please except for damage deposits.

Q. AGE RESTRICTIONS - Do you allow parties for all ages?

A. Yes. Further details can be obtained from the agreements on the booking information page and by email for any other questions. There are extra restrictions and supervision required for teenage parties and 18-21 parties.

Q. DISCOS / BOUNCY CASTLES / CATERING – Are there any recommendations?

A. The following companies have been recommended by other users:

The Ultimate Disco Co – Steve Sansom/Daren Jasper 01189 797698 / 07776 446983

Berkshire Events for your special day- Jason on 01184 028925

<http://www.berkshire-events.uk/>

Bouncy Castle Hire: 07756 589443 / 07762 738211 topbananacastles@hotmail.com

<https://www.topbananabouncycastleles.co.uk/>

Q. Answer to your question not here?

A. Send an email to yateleyvh@gmail.com