

# **Moulton Village Hall**

Bridge Street, Moulton, Newmarket, CB8 8SP

## **Rules of Hire**

These rules cover all types of bookings.

Although not all will apply to your event, please read through to the end.

### **General**

Maximum guests = 100 (including children 5 and over)

The hall measures 8m x 15m, The height is 3m at the sides and 10m at the centre.

The hall is fully air-conditioned and is maintained at 21C all year long.

The hall is available for private hire from

Friday 18:00 – 00:00

Saturday 13:00 – 00:00 (Outside Football Season 9:00 – 00:00)

Sunday 9:00 – 18:00

If your booking is for a party, you may be asked to pay a cash deposit of £100 on the day of the party – held against damage. The deposit will be returned when the facility has been checked at the end of your event. If any damage has occurred, the General Manager will deduct a sum of money from your deposit and repay the balance.

A Weekend Wedding package is also available – please ask General Manager for details.

### **Tables & Chairs**

12 x oblong tables suitable for children's parties and buffet tables (2ft 6 x 6ft)

12 round tables suitable for adult social events (5ft in diameter)

6 x small round tables suitable for cake/presents (2ft 6 in diameter)

All tables must be wiped after use and stored correctly.

120 upholstered chairs suitable for all ages must be stacked in chair cupboard (as photo) after use.

### **All Events Must Finish by Midnight**

All guests must leave the property including the car park by 12:30 am. For late parties, arrangements can be made with the General Manager when booking, to return 08:30 – 10:30 am the following morning to complete clear up.

The playing field is not part of the village hall facility. If you plan any organised games etc on the field or plan to have a bouncy castle outside you must apply to the Parish Council who operate the field, for a license – cost approximately £30.

Children from your event may play on the play equipment but the zip wire must not be used after 8 pm. If your guests have been out in the field, you are responsible for picking up their litter, glasses etc.

## **Facilities included In Hire**

### **Kitchen:**

Electric cooker and hob, microwave, water urn, kettles, fridge, (one fridge is locked and for use of Preschool NOT the hirer unless extra fridge space is requested from the General Manager), freezer, dishwasher, (glass cleaner only for bar staff use).

Cleaning equipment and black bin liners are supplied.

However please **bring your own tea towels.**

There are also dinner and side plates, cups, saucers, glasses, cutlery etc.

All appliances must be wiped clean after use including sinks, work tops and the floor must be moped with a wet mop. All crockery, glasses etc must be washed, wiped dry and replaced in the appropriate storage cupboard.

### **Rubbish**

All rubbish must be collected in black bin liners (except glass bottles) and the bin liners placed in the large **green wheely-bin** in the car park outside the kitchen door. This is kept locked – the code to open it is displayed in a notice by the back kitchen door. Please relock the bin after use. Please place new liners in bins.

All glass bottles can be put straight into the glass bottle bank next to the green wheely-bin. However do not use between the hours of 23:00 and 07:00.

### **Main Hall**

Folding doors between the hall and the Lanwades committee room can be opened for extra space.

Do not use blu-tack on walls when decorating.

At the end of the event, use the red dry floor mops (stored in table cupboard) to sweep the floor. Collect dust using a dustpan and brush and then Hoover the bottom of the red mop to get rid of accumulated dust and dirt. A Henry Hoover is available for your use in the table storage area.

However, if there have been any spillages, scuff marks etc please use the wet mop stored in the kitchen to clean the floor area. Please note - it is always better to deal with spillages when they occur, especially alcohol, as it is more difficult the next day.

### **Catering**

Please notify the General Manager if you are using a catering company or a food van, supplying name and details of arrival etc. – please note, there are restrictions as to where a food van can be parked.

## **Bar**

If you are having a **pay bar** you will require a special license which you must obtain by applying to the local authority – cost approx. £30. The General Manager will require to see this license in advance of your event together with the name and address of the bar company. Although the special license will operate until 1 am, the hall's rules prohibit the sale of alcohol after 12 midnight and this is the rule that you must follow.

However, the hall does have a local licensee, Rob Spurgeon, who operates The Bar Company and if you employ him you will not require a special license. Rob's contact number can be obtained from the General manager.

## **Music**

The General Manager must be notified of the name of band or DJ and type of music when booking the hall. Live and recorded music can be played in the hall, **but both sets of front double doors must remain closed at all times**. Guests must use the kitchen door or veranda to exit the hall. **The music must stop at 12 midnight**.

There is WI-FI – the code can be found in the inside door of the glass cupboard above the fridge in the kitchen.

## **Smoking**

The hall is a no smoking facility including the veranda. Any guests wishing to smoke or vape must do so in a designated area outside to the left of the kitchen door. There are two ashtrays that can be placed in this area. The hirer is responsible for emptying the ashtrays and for picking up any cigarette butts thrown on the playing field from the veranda and in the vicinity of the front and back doors.

## **Toilets**

The hirer is responsible for keeping the toilets clean and flushed and for wiping the basins and moping the floors during the hire and at the end. There is a baby changer in the disabled toilet. Soiled nappies should be placed in the bin provided and the hirer must empty this bin and the bins in the ladies and gents at the end of the event. Toilet rolls, soap and new bin liners are provided.

## **Security**

At the end of the event please ensure the hall is returned to its proper state with tables chairs etc returned to their proper storage place and everything clean. Check that all windows are closed, doors locked and lights turned off before leaving.

The event must finish at **12 midnight**, and everyone must have vacated the building and car park by **12:30 am**.

Taxis must be prebooked as it is sometimes difficult to get a taxi late at night.

The hall has a night alarm and CCTV.

Contact: The General Manager for current hire charges or visit Moulton Parish Council website and click on Village Hall page.

For more information, please contact Stuart, the General Manager.

Jill Goodwin Secretary