

## **SUNNINGDALE VILLAGE HALL FAQs**

What's on every week at the Village Hall? For the full list of activities please see the website.

What classes are there for children? MAD Academy, Kidz Start Sports

Is there parking? Yes, 13 spaces at the rear of the Hall and a disabled space by the side entrance.

What facilities does the kitchen have? The kitchen has 2 fridges, 2 ovens, a hob, microwave and kettles.

Can I view the hall before I pay? Yes, you can visit at 10:30am on a Monday or Thursday when the hall is empty. Alternatively, we do have a video tour on our website.

Does the hall have Wi-fi? No.

How many people does the Large Hall accommodate sitting down? Fire Regulations stipulate that the Large Hall accommodates 100 people sitting down or 150 standing.

Do I need to bring my own tables and chairs? No, the hall provides 16 large flat pack tables and 100 foldable chairs

How big is the Large Hall? The Large Hall is 17.1m x 8.1m.

Who runs the Village Hall? Sunningdale Village Hall is a charity and is run by a Board of Trustees.

How are the hire charges set? Hire charges are set by the Trustees.

When will I receive my deposit? The hall is usually checked the day after your event. Your deposit will be returned within 7 days of your event

Can I have helium balloons at a party? Yes, but because we ask that you leave the place as you find it, that includes making sure none are left up in the ceiling.

How do I make a complaint? In the first instance contact Chelsea Willetts, the Operations & Bookings Manager ([Chelsea.willetts@svhcommunity.co.uk](mailto:Chelsea.willetts@svhcommunity.co.uk)).

Can we serve alcohol at a party in the Village Hall? You can serve alcohol at a party or meal but the Village Hall does not have a licence to cover the sale of alcohol. If you want to sell alcohol you will need a licence from the local authority.

Do I need a music licence? No, we pay the appropriate licence fees to allow music to be played.

How will I gain access to the halls for my booking? There is a key safe system for entry to the halls. A code will be given to the user when the deposit and hire charge has been paid.

Can I decorate the hall? Yes, you can hire companies for your event, but you are not able to fix anything to the walls with adhesive, Sellotape or Blu-Tak. Decorations may be fixed to doors or wooden surface

Can you reserve a date for my event? No, we are unable to reserve dates unless a deposit has been paid.

When can I speak with a staff member? All of our team work part time. The Bookings and Operations manager works from 9:30am until 11:30am weekdays. On the week of your event, an emergency contact will be shared with you.