

**Arkenstall Village Centre**  
**7 Station Road Haddenham Ely Cambs CB6 3XD**  
**e-mail: [bookings@arkenstallcentre.org.uk](mailto:bookings@arkenstallcentre.org.uk)**

**Information Sheet For Hirers**

**Bookings Secretary**

Brian Fairchild. Telephone 01353 749099

**Caretaker**

James Dun. The Caretaker's flat is on site (over the Library). Telephone 01353 740859.

**Payphone**

The payphone is located by the main doors. The telephone number is 01353 740625

**Opening and Closing the village hall**

The normal opening hours of the premises are 10am – midnight. In exceptional circumstances it may be possible to vary these hours, for example for preparation or clearing up, for which an additional charge will be made.

*Note: Alcohol cannot be served before midday and alcohol must not be sold any later than half an hour before the premises closing time.*

The village hall will be opened for your hiring by the Caretaker and will be closed for you at the time you have indicated. Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Members of the public are expected to vacate the premises within fifteen minutes of the end of a licensed period. Only those helping to clear up the village hall should be on the premises after this time.

**Safety**

The building of the Arkenstall Centre is a smoke free premises.

In the event of a fire, the Arkenstall Centre should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Centre is occupied and the manner of opening Fire Doors should be made known to your guests. (See the Site Plan).

Please use the trolleys provided for moving chairs and tables in order to avoid injury and damage to floors. Please stack chairs and tables in the storeroom in the manner in which you found them.

The village hall's health and safety notices are displayed on the notice board in the main entrance. The accident book is located in the Store.

**Heating**

Do not adjust individual radiators/heaters as this will result in the village hall being too cold or hot for subsequent users. The heating is adjusted according to the weather and needs of the hirers where possible, so please let the Bookings Secretary know if you need the village hall to be particularly warm or cold.

### **Loop System**

The Centre has a loop system for those with hearing aids; please ask the Caretaker at least 24 hours in advance.

### **Car Parking**

If there are not enough parking spaces in the car park, car may be parked in Church Lane. Please avoid disturbing residents when leaving.

### **Consideration for Others**

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.

Please do not use drawing pins, blue-tack or sellotape on the walls or other surfaces. Please contact the caretaker if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. We encourage recycling where ever possible, but please do not use the bottle banks after 10pm.

Please ensure table tops are wiped clean before being stacked away.

### **Catering**

A range of crockery, cutlery and utensils is available for hire. Please ask for a list when you book. Washing up liquid, anti-bacterial spray and dustbin bags are provided. We would encourage recycling where ever possible. It is the Hirer's responsibility to leave all the crockery and other kitchen equipment clean and in place.

Please note that there is a refrigerator in the kitchen but there is no freezer.

A dishwasher is available in the kitchen. Please read the instructions carefully before use and ensure that the machine is thoroughly cleaned and emptied according to the written instructions provided.

### **Tables and Chairs**

Tables and chairs are not set out for the Hirer in the Main Hall, but will be set out in the Committee Room and Small Hall. If you need advice, please ask the Caretaker directly; help may be available for which we reserve the right to make an extra charge.

### **Security for all-day bookings**

To enable Hirers to come and go as they please during an all-day booking, the Caretaker will issue a key for the front door. It is stressed that the Caretaker may not be available during the whole period of hire and consequently the Hirer is responsible for her/his own property taken into the premises as well as for all property belonging to the Arkenstall Centre. Hirers should therefore use the key to ensure a good measure of security and to facilitate access for caterers or other parties.

### **Faults/ Damage/ Comments**

Please report any faults or damage to the Bookings Secretary as soon as possible so that they can be rectified quickly.

### **Stage Performances**

Four weeks notice is required for any stage performance.

Any comment or observation that you may have regarding your hire should be addressed to the Management Committee and given to the Bookings Secretary. We would encourage you to complete the Feedback Form to help us improve the service we provide.