

Grindon Parish Hall

Hall Hire Information

Thank you for choosing to host your event at Grindon Parish Hall. Outlined below is information that should prove useful to you, the Hall Hirer, to help make your event a success. Should you have any questions, please ask the Hall Booking Secretary and/or Hall Volunteer.

When not in use, the Parish Hall is locked and secured. Approximately thirty minutes prior to each event, a **Hall Volunteer** is responsible for unlocking the Hall and verifying that there are no issues within or around the Hall. The Volunteer will remain onsite to greet the Hall Hirer and provide a brief overview of the Hall's amenities and evacuation routes. The Volunteer will leave prior to the event starting and return after its scheduled ending to assess the condition of the Hall and lock up (30 minutes will be allocated to the end booking time for the Hall Hirer to clean / tidy the Hall).

The Parish Hall does not have a dedicated **parking** area. The Hall Hirer and their guests can park on the street within the Village being mindful not to block the flow of traffic and/or create a hazard.

The Parish Hall is comprised of three main areas: (i) the Main Hall, (ii) the Small Meeting Room, and (iii) the Kitchen.

- The **Main Hall** is left with minimal furniture allowing the Hall Hirer to set up the space as required for their event. The Hall has a variety of tables and chairs that may be used by the Hall Hirer. If using the furniture, the Hall Hirer is responsible for setting up the furniture at the beginning of their event and returning the furniture to its dedicated storage area at the end of the event; this is not a responsibility of Hall Volunteers.
 - *Round Table Options:* Two with a 176 cm diameter, four with a 150 cm diameter, and four with a 115 cm diameter. Kindly note that table linens are not provided by the Hall, so the Hall Hirer may wish to bring their own.
 - *Rectangle Table Options:* Eight that are 152 x 76 cm; and eight that are 91 x 76 cm. Kindly note that table linens are not provided by the Hall, so the Hall Hirer may wish to bring their own.
 - *Conference Chairs:* Eighty (80).
- The **Kitchen** is equipped similar to a domestic kitchen with a range cooker and hob, fridge, freezer, microwave oven, kettle and water boiler (coffee, tea, milk, etc. are the responsibility of the Hall Hirer to supply, if required). The kitchen has a menagerie of utensils, crockery, cutlery and glasses that may be used; however, if the Hall Hirer is planning to serve food and drink, they may wish to bring their own crockery, cutlery and/or glassware to ensure they have a matching and/or complete set. The Hall Hirer is responsible for cleaning up and washing any of the Hall's equipment that has been used; this is not a responsibility of Hall Volunteers.
- The **Small Meeting Room** is generally set up with one or two of the small rectangular tables and several chairs. However, the Hall Hirer may remove the furniture if they want to use the space differently.

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Hall Hire Information (continued)

The Parish Hall has a central heating and air conditioning system that is programmed to run during the Hall's opening hours. If necessary, Hall Hirers may adjust the temperature to accommodate their event but are asked not to adjust any of the other settings. As part of the overview of the Hall's amenities, the Hall Volunteer will indicate to the Hall Hirer the system's location and how to adjust the temperature.

The Parish Hall is equipped with three separate **toilet facilities**: (i) lady's, (ii) men's, and (iii) accessible, which includes a baby changing table. Hall Hirer's and their guests are asked not to use the toilets for the disposal of sanitary products, nappies, etc. but rather to use the bins provided.

The Parish Hall is equipped with **WiFi** and **equipment** that the Hall Hirer and their guests may use. Both the Main Hall and Small Meeting Room are equipped with large monitors / smart TVs with Chrome Cast to connect to other tech devices. The Main Hall has an audio system that includes an audio loop. Electrical outlets can be found throughout the Hall.

At the **end of the event**, the Hall Hirer is responsible for leaving the Hall in a clean and tidy condition and to take their event's recycling with them and any rubbish that does not fit in the bins provided.