

# FAQs

## ABOUT THE HALL

### 1. What is the capacity of the hall?

60 seated or 80 standing.

### 2. Can I decorate the hall?

Yes, but please use 'white-tac' where possible as Sellotape and blue tac mark the walls.

### 3. Is there free WiFi available?

Yes. The hub name and password are on the notice board in the hall.

### 4. Parking>

There is ample **free** parking.

All cars must be registered on the key pad inside the hall entrance to avoid a fine.

### 5. Are there hand sanitisers available?

A hand sanitiser is available at the main entrance.

### 6. Is the venue accessible for wheelchair users?

Yes- both entrances to hall are accessible to wheelchairs.

### 7. Is there adequate heating?

Yes, Temperature is externally controlled- please do not adjust radiators or boiler.

### 8. How do I access the hall?

Key code access given the Monday before booking.

### 9. Is there an alcohol licence?

The hall does not have an alcohol licence.

### 10. Is catering available?

No catering available, but kitchen available if you are doing your own catering, you may also employ outside caterers. The kitchen has a 5\* hygiene rating.

Barbeques are not allowed, either in the hall or in the car park.

## INCLUDED AS PART OF HIRE

### 11. What does hire include?

Exclusive use of hall - Fully equipped kitchen - Chairs and tables.

### 12. How many chairs/ tables are available?

60 chairs and 12 rectangular tables 1.80m x 0.70m.

### 13. What are the catering facilities?

Fully equipped kitchen with Crockery, Cutlery, Chopping Board, Kitchen Utensils, Tea Towels.

## **BOOKING & PAYMENT**

### 14. What do I need to do within the times of hire?

Your booking slot includes time for set-up, activity and clean up.

Your contact requires you to leave the hall as you found it.

### 15. How do I know my booking is confirmed?

Your booking is confirmed once payment is made. You will receive confirmation of this in writing

### 16. How do I pay?

All payment needs to be made via bank transfer in advance of the hire. Bank details for payment are:

Account Name: St Fagans Village Hall Association

Bank Code 20-18-15 Account No 93321916

## **AT THE END OF HIRE**

### 17. Where do I dispose of any rubbish?

Please bring your own rubbish bag to take all rubbish away with you.

### 18. Are there cleaning materials available?

These are in the kitchen cupboard.

There are brushes, cloths cleaning fluids, including washing up liquid.

### 19. What do I need to do once I have finished using the hall?

- Ensure that hall is as you found it.
- Take all rubbish with you.
- Double lock the front door.
- Put key back in key safe.
- Ensure that key code is scrambled.

## MISCELLANEOUS

### 20. Do you supply bouncy castle/ access to toys?

No- you would need to source your own.

Please note- rules for bouncy castles:

- No higher than **2.5m** in height.
- Bouncy castles may be used only in the hall (not set-up anywhere outside).