



## THE CHICHESTER HALL, WITLEY

### Notes

- Residents of the administrative Parish of Witley enjoy a small discount on the room hire charges (not ancillary charges) when booking the Hall for their own use. This will be taken into account when the final figures are sent out on the booking form.
- For evening bookings all persons hiring the hall must vacate the premises by midnight. Any extension beyond that time must be specifically requested at the time of returning the form and, should the Committee agree to that request, an extra charge of £18.50 will be levied.
- We regret that no bookings can be taken for 18th or 21st birthday parties.
- It is vital that hirers discuss necessary licences for using the hall with the booking secretary. It is the hirer's responsibility to obtain all the necessary licences and permissions;
  - a) for the sale of intoxicating liquor
  - b) from The Performing Right Society; and
  - c) any other
- There is no extra charge for the use of the kitchen equipment and facilities, nor for the use of the Hall's chinaware, but any breakages or other damage will be charged to the hirer. These facilities must be requested at the time of booking.
- Occasionally it may be necessary to share the kitchen facilities (e.g. when the local cricket team has a 'home' match). If you will be using commercial caterers please make sure that they are aware of this when you book their services.
- The use of the stage is available at extra charge, as is the stage lighting. Should you require stage lighting this must be requested at the time of returning your booking form.
- The Hall will be opened ready for you on the day(s) of hire. Keys for the Hall are not provided. Access is via the lower side entrance on the car park side, up the flight of steps. ON VACATING THE HALL please do so by the same door by which you gained initial access, ensuring that all windows and doors are secure and the lights switched off. The lights for the kitchen and store room are adjacent to those areas. All other lights are controlled from the main switchboard, which is adjacent to the external exit door. To lock that door, release the small silver coloured catch on the left hand side of the Ingersoll lock pushing it DOWNWARDS. Close the door firmly and check that it is locked by trying to open the door again
- If you wish to visit the Hall to assess its potential and suitability for use, please contact Mr Ian Johnson on 07956 617695, who will arrange a suitable time when the Hall is empty. You may only visit the Hall accompanied a member of the Management Committee.
- A security deposit may be payable. This will be returned within 14 days of the event(s). The costs of any damage to the Hall or its contents may be deducted from the deposit.