

## FARNHAM COMMON VILLAGE HALL – FAQ FOR HIRERS

### Where is Farnham Common Village Hall?

The hall is located in Victoria Road, Farnham Common, SL2 3NL. What3Words: <https://w3w.co/party.habit.list>. If you are making a booking, please check that you have the correct location – we are sometimes confused with Farnham Royal village hall!

### Is it possible to view the hall prior to booking?

Absolutely. Please contact [bookings.fcvillehall@gmail.com](mailto:bookings.fcvillehall@gmail.com) to arrange this.

### Do you accept children's parties?

Yes, we do, subject to full supervision by adults responsible for the booking. We accept bouncy castles and other indoor play equipment subject to certain conditions (please see Ts and Cs using this link [Ts and Cs](#))

### Is there car parking nearby?

Yes, we have a small car park next to the hall, including disabled provision. We ask all hirers to respect our neighbours and be courteous with parking on the road – take note of the double yellow lines, only park on one side of the road to prevent blocking access to residents or emergency vehicles, and don't park immediately next to driveways. For large events, please let your guests know about the village car park which is 5 minutes' walk away – on the Beaconsfield Road/A355 What3Words: <https://estate.fats.string>.

### Do you have a kitchen?

Yes, we do. The Community Hall (large hall) has a fully-equipped kitchen. This contains 2 fridges, a small amount of freezer capacity, a large double oven, 5 burner hob and a microwave. We have also recently installed a small kitchenette into the Reading Room (small hall)

Please bring your own cups, glasses, pans, tea towels, cutlery, bin bags etc., as we do not provide these.

### How much is the hall to hire?

Please see the table at the end of this document.

### What is the minimum hire period?

It is possible to hire our halls for just 1 hour. This fee includes access for set up from 15 minutes before the hire officially begins, and also allows for a 15 minutes clear up afterwards. If a longer period of time is needed, the booking should be extended accordingly.

### Do you have a bar / alcohol licence?

We do not have a bar, nor an alcohol licence.

Hirers offering entertainment and/or alcohol are responsible for securing the correct event licence as applicable..

### Can I bring in my own electrical equipment?

The hirer takes responsibility for any damage or injury caused by the malfunction or misuse of portable electric equipment brought into the hall. Hirers should ensure that any portable electric equipment used during the Letting is PAT tested

### How late do you hire the hall into the evening?

Events must end by 11pm.

### How can I see availability?

Our webpage shows our current bookings by date, so you can check whether your desired time is free. You can access it by using this link: [Calendar](#). The Community Hall (Large) is shown in red, and the Reading Room (Small) in blue. The 15 minute free time for setup and cleardown is shown in grey.

### How do we book?

Please contact us on [bookings.fcvillehall@gmail.com](mailto:bookings.fcvillehall@gmail.com) and one of our team of volunteers will be happy to help. A 50% deposit is generally required to secure the booking, with full payment by bank transfer needed 14 days before a one-off event takes place. The deposit is non-refundable unless the booking is cancelled 4 weeks or more before the event.

### Is Set Up and Cleaning Support Available?

Whilst we can sometimes offer support in setting up tables and chairs prior to an event, and putting them away afterwards (at a small extra charge), this is dependent on availability. Please ask at the time of booking, and we will see if we are able to provide it.

Unfortunately we are unable to offer any help in cleaning – it is the responsibility of the hirer to leave the hall in a clean condition. As we have no bin collection, we always ask that you please remove your rubbish, taking it home with you. Failure to do so, or to leave the hall dirty, will result in an extra charge.

**How do we access the hall if we book? And what about locking up?**

You will receive a Meet and Greet email a day or so before your event giving details of who will meet you and at what time. They will give you information of where everything is, and how to lock up the hall after your event.

**Do you have wifi?**

We do! The wifi code will be sent to you with the Meet and Greet email.

**What about dogs and smoking?**

We regret we have a no animals policy, with the usual exception for service dogs. Smoking and vaping are not permitted in the building.

**Do you have any audio-visual equipment for hire?**

We have a large Bluetooth speaker which can be hired for a small extra charge (please see rates table at the end of this document). The Community Hall has a large screen above the stage for use with your own projector. We also have a 43" screen on a wheeled stand which can be used with either hdmi or usb-c connection (cables are provided)

**Are tables and chairs available?**

The use of tables and chairs is included in the hire price. We have approximately 100 cushioned chairs and 20 plastic chairs. The tables are all rectangular and we have 18 large tables (76 cm x 180 cm) and 3 small tables (74 cm x 120 cm). Please note that not all the tables are the same height. For bookings with a large number of attendees we will contact you about how many you intend to use, to ensure fair distribution if there are bookings in both halls.

**How many rooms do you have and how big are they?**

The hall has 3 rooms, although one is permanently occupied by Farnham Common Parish Council. The remaining rooms are called The Community Hall (formerly known as the Large Hall) and The Reading Room (formerly known as the Small Hall)

| <b>The Reading Room</b> (formerly known as The Small Hall) |                                                                                           |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Dimensions</b>                                          | Approximately 5m wide by 11m long by 3m high                                              |
| <b>Capacity</b>                                            | Maximum 80 people. Actual capacity will depend on number and layout of tables/chairs etc. |
| <b>Kitchen</b>                                             | Sink, Hot-water boiler (suitable for hot drinks), under-the-counter fridge)               |
| <b>What's included</b>                                     | Use of tables and chairs, and use of the kitchenette                                      |



Small Hall from Kitchenette End



Small Hall facing Kitchenette End



Small Hall Kitchenette

| The Community Hall (formerly known as The Large Hall) |                                                                                                                                                                   |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dimensions                                            | Approximately 7m wide by 17m long by 4.7m high (to bottom of rafters). There is also a small stage which runs the width of the hall and is approximately 2m deep. |
| Capacity                                              | Maximum 130 people. Actual capacity will depend on number and layout of tables/chairs etc.                                                                        |
| Kitchen                                               | 2 ovens, 5-burner hob, microwave, hot-water boiler, sink and 2 under-the-counter fridges (with small amount of freezer space)                                     |
| What's included                                       | Use of tables and chairs, and use of the adjacent kitchen                                                                                                         |



Large Hall facing stage



Large Hall from stage end



Large Kitchen (Ovens, hob, microwave)



Large Kitchen (Fridges, sink, water boiler)



Large Kitchen – Doors to the right open up onto the large hall.

**How much does it cost to hire the hall?**

| Hire Rates        |                 |              |                                                                                                     |
|-------------------|-----------------|--------------|-----------------------------------------------------------------------------------------------------|
| Hall              | Before 6pm      | After 6pm    | Facility Fee - applies to weekend bookings (Friday 6pm to Sunday 11pm) and certain holiday periods. |
| Community Hall    | £28 per hour    | £33 per hour | £25 flat fee                                                                                        |
| Reading Room      | £22 per hour    | £28 per hour | £15 flat fee                                                                                        |
| Bluetooth Speaker | £25 per booking |              |                                                                                                     |
| Screen            | £25 per booking |              |                                                                                                     |

**Substantial discounts are available to regular hirers. Please contact us for details on [bookings.fcvillagehall@gmail.com](mailto:bookings.fcvillagehall@gmail.com)**

**THANK YOU FOR YOUR INTEREST. WE WISH YOU ALL THE BEST FOR YOUR EVENT**  
[www.fcvillagehall.uk](http://www.fcvillagehall.uk)