

Dunshalt Village Hall

Information Sheet

GENERAL

It is the aim of Dunshalt Community Association to provide a clean, warm and affordable community facility for both Dunshalt residents and those in the surrounding area, as has been the case for the last 180 years.

The Hall is entirely reliant on volunteers for all aspect of its management. Without this volunteer input the Hall charges would have to rise dramatically, putting the facility out of the financial reach of many groups and organisations.

Should anyone have any comments, suggestions or indeed complaints at any time, please never hesitate to contact us and let us know.

CONTACT US

Phone - [07436 770021](tel:07436770021)

We've set up a mobile phone and number which can be handed round committee members to ensure all holidays etc are covered. If you don't get a reply, please do leave a message and we'll get back to you ASAP.

Email - villagehall@dunshaltvillage.co.uk

We've set up a new, dedicated Hall email address which will be monitored by whoever has the mobile phone. We can also be contacted via the general Dunshalt Community Association email – dunshaltvillage@gmail.com

Web - www.dunshaltvillage.co.uk/villagehall

We've revised the structure of the village website so that all information about the Hall, including downloadable booking forms and let charges, are available on a single click

PAYMENT

Our preference is for hall user groups to pay by bank transfer (BACS). This can be on an ad hoc basis or following a 3 monthly invoice. Our bank details will be provided to users at the time of booking.

If payment is made in cash please place in an envelope, label it with the Hirer name and drop it in letterbox at 1a Chapel Road, Dunshalt.

ACCESS

We'll endeavour to have the Hall open prior to all Hall lets. However this may not always be possible and in this case the front door key will be available in the key safe on the Hall door. Users will be advised of the code at the time of booking.

In these instances we ask that Hall users ensure that all lights are switched off, the door is locked and the key replaced in the key safe at the end of the let.

HEATING

We aim to have the Hall heated to a comfortable temperature for all Lets. For the most part (i.e. all regular lets) this will be accomplished by the automatic heating timer. Please **DO NOT** try to adjust the heating via the radiator controls – any adjustment you make will only make the Hall colder.

If you find the Hall too warm or not warm enough, please let us know and we can adjust the automatic system to meet your requirements.

CLEANING

We'll ensure that the Hall is clean and ready for all user groups. Whilst we do not expect groups to do any hoovering or mopping, we do hope that they will ensure that all litter (e.g. crisp bage, plastic bottles) is placed in the bin in the kitchen.