

Walton Village Hall and Reading Room

General Hall information

Opening and closing the venue

The village hall will be opened for your hiring by the prearranged time and will be closed for you at the time you have indicated.

Please ensure that any outside caterers or contractors are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please call the below in case of difficulty:

William Weaver (Chair): 07798815166

Pam Cronin (Treasurer): 07751175400

Paul Cronin (Caretaker):

Guests are expected to vacate the premises within 15 minutes of the end of the licensed period. Only those helping to clear up the village hall should be on the premises at this point.

Hall Telephone

The village hall has no telephone so you are advised to bring a fully charged mobile telephone for use in case of emergency.

Emergency Contact Numbers:

William Weaver (Chair): 07798815166

Pam Cronin (Treasurer): 07751175400

Paul Cronin (Caretaker):

Car Parking

The lane to the side of the main village hall is a public road and this must not be obstructed. The land and tarmac around the Premises are public land and does not belong to the Landlord therefore is not included in the hire agreement. The hirer should encourage responsible parking of any vehicles belonging to their users. There is signage indicating where to park, this being to the side of the reading room on the grass area.

Consideration of others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure tabletops are wiped clean before being stacked in the cupboard.

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Version 1

Date of Issue: 09/07/2025

Date of Revision: 09/07/2025

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Faults/damage/comments

Please report any faults or damage to the Waltonvillagehall@outlook.com as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the village hall.

Closing up Procedure

At the end of any event, the hirer is responsible for ensuring that the following actions have been taken:

- Tables, chairs, and equipment are returned to store as found.
- All electrical appliances are switched OFF
- All lights are switched off. Please take special care to ensure the storeroom lights are OFF.
- All windows are closed and secure
- Buildings are left clean and tidy.
- All rubbish is removed from site.

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