**Ixworth Village Hall – Frequently Asked Q**

* The village hall has its own premises licence, alcohol licence and small lotteries licence. The VH bar has 100 glasses of various types

The bar can be used by hiring clients to serve alcohol BUT MUST NOT sell alcohol unless they are booking a private bar and then MUST supply full licence details.

* For party’s and social event bookings a £200 security bond is applicable. This deposit is returnable after the cleaner has checked the hall and the Committee is satisfied that it has been left in a good condition. The security bond and any payments received will be returned by bank transfer as per the original form of payment.
* Please note: any hiring contract is not valid until payment of the Security Bond (if applicable) together with payment in full is received, so your use of the village hall for the specified purpose can only commence after that.
* **Cancellation 31 days or more before the booked event will receive a full refund of all payments received. Cancellation 30 days or less before the booked event will receive a full refund of any Security Bond payment (if applicable) and/or a refund of any booking fee received less a 25% handling/administration/loss of hire fee.**
* Hire of any of the rooms in the village hall includes use of the kitchen facilities and use of the tables and chairs. Tables & chairs are stored in the room to the rear of the main hall and can be accessed through the double doors in the adjacent cousin’s room.
* Please consider our neighbours to the village hall.

Keep music to a reasonable volume, ensure it is turned down more so after 11.00pm

Park sensibly in the village hall car-park and please leave quietly after your function

There is car parking for 50 vehicles. There are E charging points for Electric Vehicles.

* Key collection and return: to Ixworth Village General Stores (opposite village hall car-park entrance)

Keys not to be put through shop door if closed but to be returned to Greyhound PH in the High Street

Village shop opening hours 7.00am – 9.00pm

VH opening hours Mon-Sat 8.00am – 12.00pm, Sun 8.00am – 10.30pm

ALL events MUST be cleared away and out by midnight, Sunday by 10.30pm

* See kitchen itinerary for kitchen equipment available

Crockery/Cutlery/Glasses can be hired by village residents for £20.00per day

Tables & Chairs can be hired by village residents for £5.00per 48hrs (1 table/6 chairs)

Tables are 6’ trestle type and each one is supplied with 6x padded foldable chairs.

There are 24 tables and 175 chairs available

* Bookings/Enquiries: Village Hall mobile contact number 07935 950223
* Free Wi-Fi available, ask for details for the access code
* Website [www.ixworthvillagehall.co.uk](http://www.ixworthvillagehall.co.uk)
* E-Mail Ixworthvillagehall@hotmail.co.uk