

LORD PIRBRIGHT'S HALL

The Green, Pirbright, Woking, GU24 0JE

**To help your use of the Hall run smoothly,
here are some answers to frequently asked questions.**

Q.	How will we get into the Hall?
A.	We will meet you and show you round. You do not need a key.
Q.	Which door should I use?
A.	For the main hall, use the double doors at the front from the car park. For the clubroom, use the door at the side (by the playground)
Q.	Are tables and chairs available for us to use?
A.	Yes, there are tables and chairs available in the Clubroom and Hall.
Q.	Is crockery and cutlery provided?
A.	Yes, there are cups & saucers and side plates, but no cutlery or glasses for safety reasons. Some larger plates are available for serving cakes and biscuits, but you will need to provide a knife for cutting cakes.
Q.	What about a kettle?
A.	You have a choice of a standard kettle or an automatic urn for larger numbers.
Q.	May we use the cooker?
A.	Certainly, if you have booked full use of the kitchen. You will need to bring matches in order to light the hob. If you wish to use the oven, please ask and we will help you light it.
Q.	Do you have a microwave oven?
A.	No, because of lack of space.
Q.	May we use candles on a birthday cake?
A.	Yes, of course...but please take care to extinguish them afterwards. (You will need to provide your own matches.)
Q.	May we take furniture outside?
A.	We would prefer that you don't take the blue chairs & tables outside but we can provide chairs and tables for outside use—please ask.
Q.	What should we say to people who ask to come into the Hall to use the toilets?
A.	This is a difficult one to answer because your terms & conditions state that you as the hirer "are responsible for the safety, security & operation of the function booked". It is a matter for your own judgement but, if you have small children in your care, you are fully justified in refusing.
Q.	May we serve alcohol?
A.	Yes, certainly.
Q.	May we sell alcohol?
A.	Please let us know of your plans and we will provide legal guidelines.
Q.	Do you have a projector screen?
A.	Yes, there is a roll-up screen in the Clubroom and a large portable screen in the Main Hall.
Q.	May we use the stage?
A.	Yes, but let us know in case our amateur dramatics society is planning to erect scenery that may reduce the available space. Children should not be allowed on to the stage unsupervised.

Q.	Are there loudspeakers and an amplifier so we can play music?
A.	Yes, providing you have an appropriate jack for connection.
Q.	What time should we finish playing our music?
A.	At 11.30pm—until then please keep the volume to a considerate level and be prepared to turn it down if requested by other Hall users or residents nearby.
Q.	How do we use the dishwasher?
A.	Please notify us in advance if you wish to use the dishwasher, so that it may be switched on at the mains. It is a commercial model, which fills and heats the water (taking about 45 minutes) before trays of items to wash are loaded. The wash programme is very quick, so that trays may be loaded consecutively without emptying the water in between. It is essential to scrape any debris from the plates first...there are more instructions are posted on the kitchen wall. There is an extra charge of £10 for the dishwasher if you have booked light use of the kitchen.
Q.	Do you provide a broom and dustpan & brush for sweeping up?
A.	Yes, you will find them in a marked cupboard in the utility area behind the Clubroom.
Q.	What about soap, toilet paper, washing up liquid, tea towels and refuse sacks?
A.	We provide soap and toilet paper. All the other items you will need to bring from home.
Q.	What time do we have to be out of the Hall?
A.	At the time stated on your contract please, especially if there is another hiring to follow yours (we will tell you if this is the case).
Q.	Where should we put our refuse?
A.	Please recycle everything possible at the bins in the corner of the car park. Other refuse including nappies, may be bagged and placed in the outside skip. Please do not flush nappies, fat, "slime" or similar substances down the toilets or other drains.
Q.	What happens about locking up?
A.	If you have been using the Main Hall, your guests should depart by the front doors, which should then be locked from inside (we will show you how to do this). Please walk through the building, turning off lights and ensuring that the south door is bolted and all windows are secure. You will then leave by the east door (by the kitchen), which is self-locking.
Q.	Who do we contact about problems or if there is a failure of access arrangements?
A.	Please contact the Lord Pirbright's Hall Secretary (see below)
	<i>We hope you will enjoy your use of Lord Pirbright's Hall. If you have any further queries, feel free to ask. Please report any faults or damage to the LPH Secretary as soon as possible so that they can be rectified quickly.</i>