



"A hall for us all"

Buckland Old School Trust
Buckland Village Hall,
New Road,
Buckland, Aylesbury, Bucks.
HP22 5JB
Tel: 07749041434

Registered Charity no: 1069992

THE DAY OF HIRE

1. Arrival

Please ensure that you arrive at your designated time of booking but please do not enter the hall before the actual booking time. We build in a half hour break between bookings but on occasions they may overrun.

New Road, where the village hall car park is sited, is signposted as a private road but can, and should, be used for those arriving by car and intending to use the car park. Please turn right when you leave the car park and note there are only 10 spaces for vehicles.

2. At the start of hire

Prior to booking, if payment for hire has been received, hirers will be emailed the code for the key safe. This is located on the right-hand side of the building next to the defibrillator. The key to the hall is in the safe.

3. Alarm Code

The alarm should be deactivated upon entry to the hall. The code is 1610.

4. General State of the hall

Before using the hall, please check that all areas have been left clean and tidy for your use. This includes the kitchen and toilets. If you have any problems, please contact the hall manager on 07749041434

Neighbours

5. Please respect our hall and our neighbours when hiring the hall. Music can only be acoustic or played via a small Bluetooth speaker and should be played at a sensible level. Music should cease at 10pm at the latest.

6. At the end of hire

- Please ensure you vacate the hall at the end of your booking. There may be others who have booked after you.
- Before leaving the hall, hirers must ensure that they leave the hall in the same state as they found it. Please note that if the hall is left unclean or damaged, hirers may be charged for additional cleaning or repairs.
- If the dishwasher has been used please ensure that it is emptied and left clean. All plates, cups etc must be returned to cupboards.
- When leaving the Hall at the end of your hire please make sure that all the curtains are left open, lights are turned off, all fire doors throughout the building are closed and that all the doors are locked, and the alarm is activated.
- The alarm code for exit is 1610 FULL
- There are exterior lights which are motion sensors. When leaving please ensure the light is switched to OFF position. The light will remain on for approximately five minutes.
- Replace the key in the lock box at the side of the hall and ensure it is locked.

- When leaving the hall please ensure you turn right out of the carpark.

Thank you for your co-operation and please enjoy the facilities.