

Little Chalfont Village Hall – frequently asked questions

1. How do I pay?

An invoice will be sent out 5-6 weeks before the event. Payment must be made in full 30 days prior to the event. Payment is by cheque. For short notice bookings, payment must be made on receipt of the invoice and before the event.

2. How do I get into the hall?

You can pick up a key to the hall in the week before the event from the Parish Council office at the back of the village hall. It is normally open between 9.00am – 1.00pm Monday to Friday, but please call on 01494 766655 to arrange a time.

3. When do I return the key?

The key should be returned to the office 2 – 3 days after the event. Please do not put the key in the letterbox at the front of the building. You need to call to arrange a suitable time to return the key.

4. Are crockery and cutlery available for use at the hall?

You will need to bring your own crockery, cutlery and cooking utensils.

5. Is there a kettle?

There is a water heater with instant hot water for hot drinks. Please remember to turn off the water heater before you leave. In case of problems with the water heater, we do keep a spare kettle in a cupboard opposite the water heater

6. What do I do with any rubbish?

Please empty all the bins and put the rubbish in the large green bin in the car park area of the hall.

7. What about recycling?

Bottles, cans and paper/cardboard should be recycled in the Chiltern District Council car park adjacent to the village hall.

8. Do I need to clean the kitchen and hall?

Yes. Please sweep the main hall and entrance hall and leave the kitchen and toilets in the same condition as when you arrived. Brushes and cleaning items are provided for cleaning.

9. Do I need to bring toilet rolls, paper towels, hand soap and washing up liquid?

No. All of these are provided.

10. How many chairs and tables are available?

There are 90 stacking chairs, 15 larger tables and 10 smaller tables.

11. Do I need a license to serve alcohol?

You need a license to sell alcohol but not to serve it. Please refer to the terms and conditions if you wish to sell alcohol.

12. Am I allowed to hire a bouncy castle for the hall?

If you wish to have a bouncy castle or other inflatable equipment at your event you need to let us know and you need to provide us with a copy of the company's public liability insurance.

13. Is Wifi available at the hall?

Yes. Please contact the Parish Office for the code in advance of your event.

14. Is there a projector or microphone available at the hall?

Yes. Please contact the Parish Office for further information.

15. What are the arrangements for heating in the hall?

The heating is controlled by a thermostat. Please ensure the temperature is set to 15° when you leave the hall.

16. Village Hall Emergency Contact Telephone Number:

07856 868146

Natasha Meldrum
Parish Clerk