

QUESTION 01

What is the capacity of the halls?

Parish Hall: Holding a maximum capacity of **150** seated at a table or **200** dancing or closely seated.

Lee Hall – Holding a maximum capacity of **80** seated at a table or **100** closely seated.

QUESTION 02

Can I decorate the halls?

No pins, sticky tape, blue tac or similar are to be put directly onto any wall as this will damage the paintwork.

If decorating any of the halls with bunting etc, please use window frames or beams in the roof.

QUESTION 03

Is there free WIFI available?

Yes. The hub name and password are on the notice board in the hall.

QUESTION 04

Is there parking available?

Car parking is available in front of the halls, this is limited. Great care must be taken to reduce any inconvenience to local residents.

- Both halls – do not park in a disable space without a blue badge.
- Parish Hall – Vehicles must not block the fire exits

QUESTION 05

Is the venue accessible for wheelchair users?

Yes – both entrances to the hall are accessible to wheelchair users.

QUESTION 06

Is there adequate heating?

Yes, temperature is externally controlled. Please do not adjust radiators or boiler.

QUESTION 07

How do I access the hall?

The hirer will need to collect keys before the booking – the office will notify you when they are available

QUESTION 08

Is there an alcohol license?

Parish Hall – Yes to sell and to drink

Lee Hall – to drink

QUESTION 09

Is catering available?

No catering available, but kitchen available if you are doing your own catering, you may also employ outside caterers. The kitchen has a 5* hygiene rating.

Barbeques are not permitted in the halls or Lee Hall Garden.

QUESTION 10

What does hire include?

Exclusive use of the halls – fully equipped kitchen, chairs and tables

QUESTION 11

**How many chairs/
tables are available?**

Parish Hall – 150 chairs and 22 long rectangular tables

Lee Hall – 100 chairs and 20 smaller rectangular tables

QUESTION 12

**What are the catering
facilities?**

Fully equipped kitchen, must bring own crockery, cutlery, chopping board, kitchen utensils and tea towels

QUESTION 13

**What do I need to do
within the times of hire?**

Your booking slot includes time for set-up, activity and clean up.
Your contract requires to leave the hall as you found it

QUESTION 14

**How do I know my
booking is confirmed?**

Your booking is confirmed once payment of the refundable bond has been made. You will receive confirmation of this in writing

QUESTION 15

How do I pay?

We accept cash, cheque and bank transfers.
Cheques can be made payable to 'Dinas Powys Community Council'
For BACS payments
Bank: NatWest
Name: Dinas Powys Community Council
Sort Code: 54-21-33
Account No: 04708091

QUESTION 16

Where do I dispose of any rubbish and food waste?

General refuse should be placed in **black bin bags** these are **provided in the kitchen**. These are to be placed in the appropriate bin container located at the side of the Parish Hall. We have no food recycling facility. Please either take these home and process through your domestic arrangements, or place in general waste

QUESTION 17

Do I have to recycle anything?

Cardboard / paper & plastic / metal recycling can be placed in the correct labelled bins in the kitchen otherwise to be placed in the correct bins on the side of the Parish Hall. *Please read posters in kitchen if unsure. **Glass bottles must be taken away for recycling.**

QUESTION 18

Are there cleaning materials available?

There are only brushes and mops. There are no cloths, cleaning fluids or washing up liquid available on site.

QUESTION 19

What do I need to do once I have finished using the hall?

- Ensure that the hall is as you found it
- Rubbish/food waste and recycling – sorted correctly
- Turn off any electrics, lights and also
- Ensure all doors and windows are locked
- Post the key through the office letter box

QUESTION 20

Do you supply bouncy castle/ access to toys?

No, Dinas Powys Community Council are currently not allowing any bouncy castles in any of the halls.