

WELCOME PACK

A Guide for Hirers of Milton Malsor Village Hall



Facilities & Utilities

Entrance door, security and emergency Exit

- A single door key operates all the locks fitted to the main entrance door & the door from the kitchen to the outside lobby.
- Outside security lights are in operation in the car park and at the emergency exit door.
- Power failure lights are in operation in the main hall, entrance hall and by the emergency exit door and ladies toilet area.

Main hall (14.25m x 8.75m approx.)

The maximum capacity allowed is 90 people. Sufficient chairs and tables for all to be seated are included in the hire charges. Features of the hall include:

A large pull down projection screen.

- A table store room to the left contains 20 x 1.52m x .76m tables and 3 smaller tables - if the tables are used please clean them before stacking away neatly.
- Chair store room to the right.
- On the near side is a hatchway & doorway leading to the kitchen.
- Other doorways are for private use.

The James meeting room (4.5m x 2.8m approx.)

The room can accommodate 15 persons seated around 4 Tables. One wall is coated for use as a projection screen and a projector can be hired at extra cost; please advise the booking officer if you wish to hire the projector.

Toilets

- Gentlemen's toilet on the left of the entrance hall.
- Disabled toilets which contain a baby changing unit are also on the left of the entrance hall.
- Ladies toilet on the far right of the main hall.

Lighting facilities

- The main hall lights are controlled by the switches on the right as you enter the main hall.
- The centre spot lights are controlled by two switches located in the electrical store room (please see diagram on the wall inside the room).

Heating

- Main hall** - A gas boiler is operated automatically by pressing the blue button (at 45 minute periods) to the right of the chair store room - please see the notice next to the Blue Button. Room thermostat on the right outside the table store room should be adjusted as required. On no account should the controls on the boiler in the store room be altered.
 - Overhead electrical heaters** - The switch to control the heaters is located in the electrical store room - please see diagram on the wall to operate heaters.
 - Overhead fans** - The on / off and speed control are controlled by the switches in the electric store room (please see diagram on the wall in the electrical store room).

○**James room**

Central heating as the main hall instructions, plus an electric wall heater is available controlled by the blue button on the left of the heater (in 45 minute intervals).

Kitchen facilities

Food Preparation

- 1 electric hob and 2 electric ovens - main control switch above the hob.
- Microwave.
- Refrigerator.
- Pots or pans are not provided.

Tea & Coffee Making facilities

- Hot water urn & electric kettle.

Crockery / Cutlery

- Crockery for 90 persons (dinner & side plates, bowls, cups & saucers).
- Cutlery for 90 persons.
- Glasses - a variety is available.

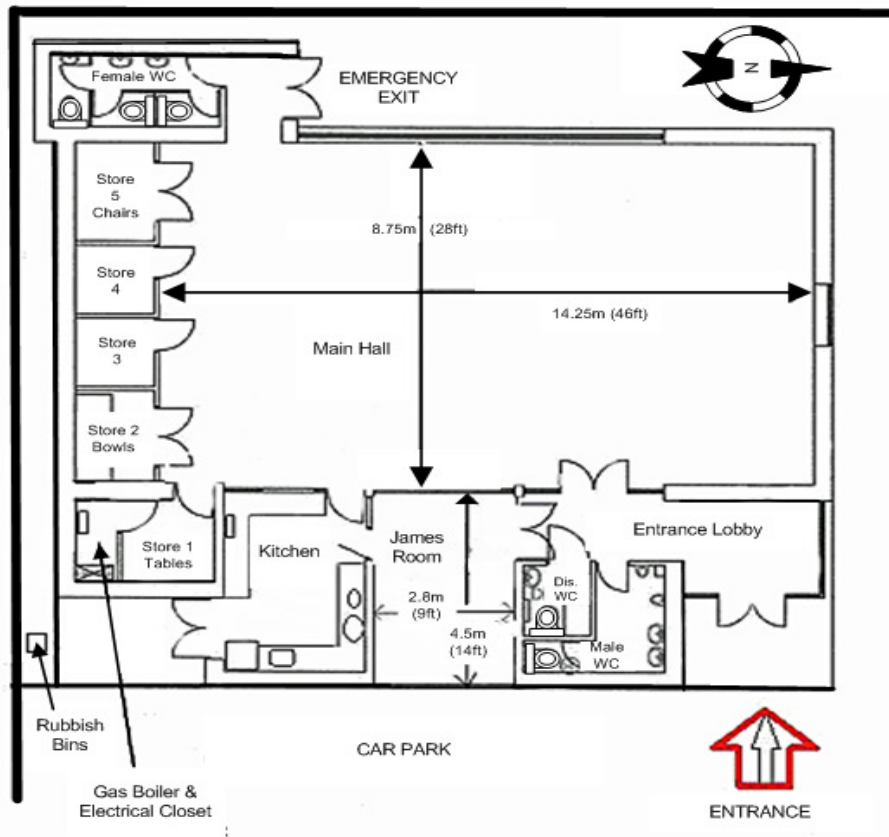
Miscellaneous

- Cleaning liquids etc are available under the sink. Tea towels are not provided.
- Please recycle where possible using the black and green bins and the boxes located beyond the kitchen double doors in the outside lobby (**small black box = cans/plastic, small green box = glass/paper**).

Car Parking

Careful parking will accommodate 14 cars. Additional parking is usually available in the adjacent car park of The Greyhound Inn. An access ramp from the car park to the Hall entrance is in place.

Village Hall Floor Plan



Local Contacts of Interest

Catering Services

- Bar service
 - Stuart ☎: 07866 528 986
 - Estelle ☎: 01604 859 247
- Celebration Cakes & General Catering
 - Jane Treharne ☎: 0772 931 1988 or email gordontreharne@hotmail.com
 - All Seasons Catering ☎: 07710 424 140 or email amanda@thekitchen.info
 - The Greyhound Inn, Milton Malsor ☎: 01604 858449

Entertainment

- Band (blues / rock / disco). Open Mike & Karaoke - Call Lee ☎: 07999 841 748
- Recording Studio Parties ☎: 07968 729 651 or email Louise@fit-dog.com
- PA Equipment Hire - Call Lee ☎: 07999 841 748

DJ's

- Phillip Stone,☎: 07833 478389 or email www.j16disco.co.uk
- Power House Disco ☎: 01327 341 942 or email louandrob@live.co.uk

Flowers

- Harriet Creedy, Floral Designer ☎: 01604 247 720

Decoration / Additional Table Hire

- T & L Marquee Hire ☎: 01604 859 748

Taxi services / Mini Bus Hire

- Pete Humphries (Milton Malsor) ☎: 07763 101 609
- Bounds Taxis ☎:01604 626 262

Transport links

- Bus stop directly outside the Village Hall - regular hourly buses to Northampton, Milton Keynes, Towcester or Oxford

Accommodation

- The Hilton Hotel, Collingtree ☎: 01604 700 666
- The Walnut Tree, Blisworth ☎: 01604 859 551
- The Travel Lodge, Wootton, Northampton ☎: 0871 559 1833

Milton Malsor Shops

- Newsagent & General Store – 18 High Street, Milton Malsor

NB: Inclusion on the above list should not be taken to imply any recommendation by the Village Hall Management Committee