

Shipham Village Hall

Frequently Asked Questions

- **Are we able to open all external doors (if needs be)?**
 - Yes and all fire exit doors MUST be unlocked for the rooms in use.
 - They MUST be relocked before you leave.
- **Can we open any windows?**
 - Yes. You need a key from the key cupboard.
 - They MUST be relocked before you leave and the key returned to the cupboard.
- **How many tables are there?**
 - There are 32 large banqueting tables: 1830mm Long, 685mm Deep, 760mm High.
 - There are 8 small tables: 915mm Long, 685mm Deep, 698mm High.
 - There are no child size tables
 - They MUST BE REPLACED on the trolleys before leaving: inserted to lean against a side bar of the trolley.
- **Will we need to turn the fridges on the night before and off after the event?**
 - You may switch on the fridges on the night before if you consider it is necessary because of what will be stored in them. There are keys for the locks for each one if required.
 - You MUST clear and clean, and SWITCH OFF before the last of your party leave. If you lock them please be sure to return the keys to the cupboard at the end.
 - The above points also apply to the freezer if you have paid for its hire.
- **How many of glasses do you have for a banqueting booking?**
 - There are insufficient glasses of any sort and those we have vary in size and are not adequate for any wedding or large celebration meal.
 - **Wine glasses?** Various sizes with fewer than 30 of any one style and size.
 - **Champagne flutes?** None.
 - **Half pint tumblers?** About 60 glass ones & a few orange plastic ones for children.
 - **Pint glasses?** None.
- **What dining place settings are available?**
 - Up to 144 settings can be made available in the same design for the main kitchen.
 - The kitchenette has its own different crockery for cold catering for up to 50.
- **Do we need to provide toilet rolls/hand soap or will that be provided?**
 - There should always be an adequate supply of soaps, toilet rolls, and paper towels. Please check though as soon as you arrive and contact the bookings clerk or hall manager if you consider that the supplies will not be sufficient.
 - Tea towels are supplied.
 - You or your caterer should supply your own kitchen rolls.
- **Are there any outdoor plugs?**
 - There are no outdoor plugs.
- **Is there a functional outside tap?**
 - There is one outdoor tap to the side of the kitchen fire door.
- **With regard to candles, can we have naked flames or do they need to be in glass jars/covers?**
 - **Ordinary candles should not be used at all**, but night candles are permitted on the tables provided great care is taken not to also have any flammable material adjacent to them.
- **Where are the spare batteries for the tie clip radio microphone (Key 37) for the sound system or hearing loops?**
 - Spare PP3 batteries are in green box (key 38) in key cupboard in the kitchenette