



Procedure for picking up keys when hiring the Village Hall

We will contact you in the week prior to your booking to arrange for you to collect the keys.

In the event that you have not been contacted please telephone the Village Hall on 023 8060 2282 and leave a message, or email to general@fairoakvillagehallco.uk.

The keys should be returned to the Village Hall either to the office or dropped back in the post box within 48 hours of your booking.

Should you have any problems either accessing the hall or during your function that require immediate assistance, the caretaker can be contacted as follows:-

Trevor Swift – 07590 679835

Steve Rhodes – 07999 559 276

**Please bring this piece of paper with you on the day of your event,
so that you have these emergency numbers in case of need.**

(If you have a mobile phone which can take photographs, you may wish to take a photo of this information so that you are sure to have it with you.)