

FARNHAM COMMON VILLAGE HALL – FAQ FOR HIRERS

Where is Farnham Common Village Hall?

The hall is located in Victoria Road, Farnham Common, SL2 3NL.

Is it possible to view the hall prior to booking?

Absolutely. Please contact bookings.fcvillagehall@gmail.com to arrange this.

Do you accept children's parties?

Yes, we do, subject to full supervision by adults responsible for the booking. We accept bouncy castles and other indoor play equipment subject to certain conditions (please see Ts and Cs using this link [Ts and Cs](#))

Is there car parking nearby?

Yes, we have a car park next to the hall, including disabled provision. For large events, the village car park is 5 minutes' walk away.

Do you have a kitchen?

Yes, we do. The Community Hall (large hall) has a fully-equipped kitchen. This contains 2 fridges, a small amount of freezer capacity, a large double oven, 5 burner hob and a microwave. We have also recently installed a small kitchenette into the Reading Room (small hall)

Please bring your own cups, glasses, pans, tea towels, cutlery etc., as we do not provide these.

How much is the hall to hire?

The Community Hall (formerly called the Large Hall) is £25 per hour until 6pm and £30 thereafter.

The Reading Room (formerly called the Small Hall) is £20 per hour until 6pm and £25 thereafter.

From 1/8/2025 all weekend bookings (ie from 18.00 on a Friday until 23.00 on a Sunday) will incur an additional facility fee of £25 (for the Community Hall) and £15 (for the Reading Room). This fee will also be applied on Bank Holidays and certain other holiday dates (please ask booking team for more information).

Please go to the end of this document to see more details about each of the halls, including dimensions and pictures.

Substantial discounts are available to regular hirers. Please contact us for details.

What is the minimum hire period?

It is possible to hire our halls for just 1 hour. This fee includes access for set up from 15 minutes before the hire officially begins, and also allows for a 15 minutes clear up afterwards. If a longer period of time is needed, the booking should be extended accordingly.

Do you have a bar / alcohol licence?

We do not have a bar, nor an alcohol licence.

Hirers offering entertainment and/or alcohol are responsible for securing the correct event licence as applicable..

Can I bring in my own electrical equipment?

The hirer takes responsibility for any damage or injury caused by the malfunction or misuse of portable electric equipment brought into the hall. Hirers should ensure that any portable electric equipment used during the Letting is PAT tested

How late do you hire the hall into the evening?

Events must end by 11pm.

How can I see availability?

Our webpage shows our current bookings by date, so you can check whether your desired time is free. You can access it by using this link: [Calendar](#). The Community Hall (Large) is shown in red, and the Reading Room (Small) in blue. The 15 minute free time for setup and cleardown is shown in grey.

How do we book?

Please contact us on bookings.fcvillagehall@gmail.com and one of our team of volunteers will be happy to help. A 50% deposit is generally required to secure the booking, with full payment by bank transfer needed 7 days before a one-off event takes place. The deposit is non-refundable unless the booking is cancelled 4 weeks or more before the event.

Is Set Up and Cleaning Support Available?

Whilst we can sometimes offer support in setting up tables and chairs prior to an event, and putting them away afterwards (at a small extra charge), this is dependent on availability. Please ask at the time of booking, and we will see if we are able to provide it.

Unfortunately we are unable to offer any help in cleaning – it is the responsibility of the hirer to leave the hall in a clean condition. As we have no bin collection, we always ask that you please remove your rubbish, taking it home with you. Failure to do so, or to leave the hall dirty, will result in an extra charge.

How do we access the hall if we book? And what about locking up?

You will receive a Meet and Greet email a day or so before your event giving details of who will meet you and at what time. They will give you information of where everything is, and how to lock up the hall after your event.

Do you have wifi?

We do! The wifi code will be sent to you with the Meet and Greet email.

What about dogs and smoking?

We regret we have a no animals policy, with the usual exception for service dogs. Smoking and vaping are not permitted in the building.

Do you have any audio-visual equipment for hire?

We have a large Bluetooth speaker with hand-held microphone which can be hired for £25. The Community Hall has a large screen above the stage.

How many rooms do you have and how big are they?

The hall has 3 rooms, although one is permanently occupied by Farnham Common Parish Council. The remaining rooms are called The Community Hall (formerly known as the Large Hall) and The Reading Room (formerly known as the Small Hall)

The Reading Room (formerly known as The Small Hall)	
Dimensions	Approximately 5m wide by 11m long
Capacity	Approximately 80 people, seated
Kitchen	Sink, Hot-water boiler (suitable for hot drinks), under-the-counter fridge)
Hire Charges	£20 per hour between 8.00 and 18.00 and £25 per hour between 18.00 and 23.00. An additional £15 facility fee is charged for weekend hires (Friday 18.00 to Sunday 23.00) and certain holiday/bank holiday dates (tba by booking team)
What's included	Use of tables and chairs, and use of the kitchenette



Small Hall from Kitchenette End



Small Hall facing Kitchenette End



Small Hall Kitchenette

The Community Hall (formerly known as The Large Hall)	
Dimensions	Approximately 7m wide by 17m long. There is also a small stage which runs the width of the hall and is approximately 2m deep.
Capacity	Approximately 130 people, seated
Kitchen	2 ovens, 5-burner hob, microwave, hot-water boiler, sink and 2 under-the-counter fridges (with small amount of freezer space)
Hire Charge	£25 per hour between 8.00 and 18.00 and £30 per hour between 18.00 and 23.00. An additional £25 facility fee is charged for weekend hires (Friday 18.00 to Sunday 23.00) and certain holiday/bank holiday dates (tba by booking team)
What's included	Use of tables and chairs, and use of the adjacent kitchen



Large Hall facing stage



Large Hall from stage end



Large Kitchen (Ovens, hob, microwave)



Large Kitchen (Fridges, sink, water boiler)



Large Kitchen – Doors to the right open up onto the large hall.

THANK YOU FOR YOUR INTEREST. WE WISH YOU ALL THE BEST FOR YOUR EVENT
www.fcvillagehall.uk