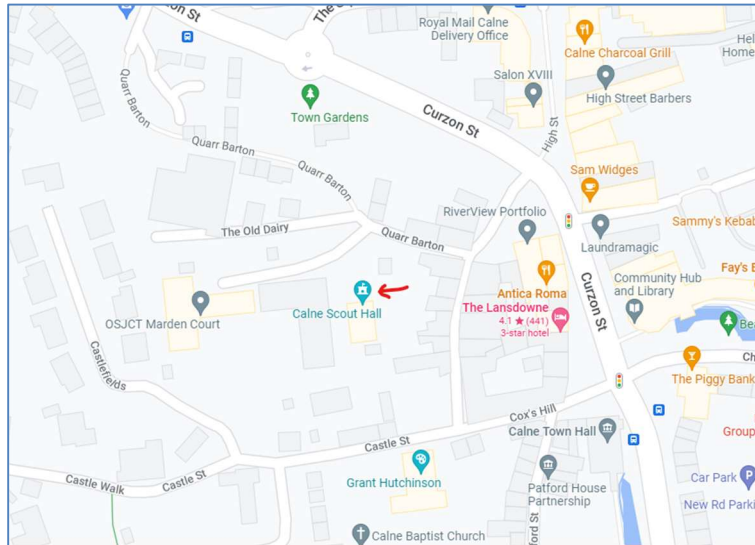


## HALL BOOKING INFORMATION (Reviewed 15/03/2026)

Address: Scout Hall, Quarr Barton, Calne, SN11 0ED

Google Maps: <https://goo.gl/maps/ofq4J8JxJwnLNjYD9>

What3words: ///camper.weeds.possibly



Thank you for making your booking at the Scout Hall, we hope that your event or activity will be a great success. Here is some useful information to support you.

### Parking

Under no circumstances should you park in any area other than the Scout Hall Car Park.

The parking areas outside of the boundaries of the Hall are for residents use only and not for Scouts.

If your booking will involve a lot of cars then we suggest that you use the Town's car parks and walk up to the Scout Hall as the road, Quarr Barton, is narrow.

### Key Safe

For convenience we have the front door and side gate keys held in a key safe which is located on the left wall in the front doorway. The code for the key safe does get changed from time to time so we will email the code to you once we can see that you have paid for your booking.

If you have a recurring booking, then please be aware that the code will change periodically.

When this does happen, we will both email and text you with the code, using the mobile contact you provided when booking the hall.

### Fire exits and Side Gate

During your booking we recommend that you do unlock the side gate as this is your means of escape. Please lock the gate before leaving.

The side gate key is on the key ring with the front door key.

There are two fire exits which are clearly sign posted. If you do need to leave the Hall in an emergency, then always use the nearest exit to you.

Our emergency meeting point is outside on our grounds on the other side of the road, next to the large pine tree.

**Nothing** is to be stored in the rear lobby.



This is an example of **what we cannot have** – in this instance the fire exit has been blocked, it must always remain clear.

We will renovate this space soon and make it an area to hang coats.

## Tables & Chairs

We have on trolleys, folding chairs and folding tables that you can use within the Hall only – please do not take them outside. They are very easy to use. They will either be out in the left-hand side of the Hall as you walk though or kept in the equipment room which should be unlocked. Open both double doors to then wheel the required trolley out into the main hall before you start to set them out.

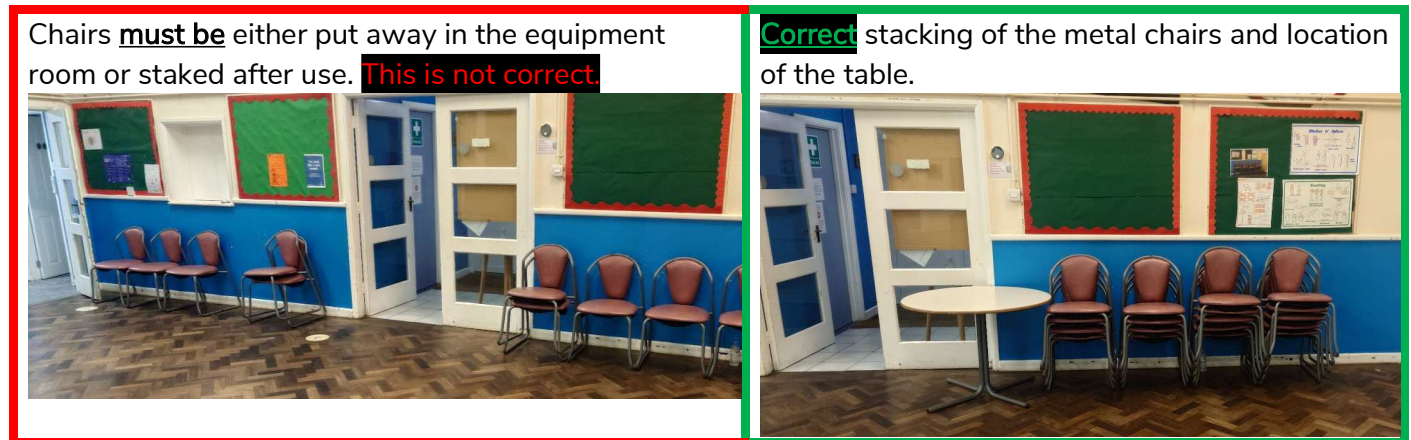
There are 48 folding chairs that are on a trolley.

There are two sizes of tables spread across two trollies.

- 10 tables folding tables 1220mm long by 610mm wide and 698mm high.
- 4 folding tables 1830 long by 760mm wide and 698mm high.

There are also stacks of metal framed chairs located in hall, which can be used especially if there is going to be more activity with them such as chair fitness exercises / yoga.

Please put the tables and chairs back where you found them.



## Use of the Kitchen

Access code – 1962

The kitchen and all the equipment, utensils etc is available for you to use. We do hope you find the kitchen is clean, please feed back to us if there are any issues.

### Kitchen Waste

You will find two bins in the kitchen—one for general waste and one for recycling, both clearly labelled. Just as you would at home, please use the recycling bin for "dry mixed recycling" and for glass jars and bottles.

We will separate the glass when we empty the bin.

Please use these bins accordingly and make sure that you separate the recycling.

If your activity generates an excessive amount of either general or recyclable waste, we kindly ask that you take it away with you, as the Scout Group cannot cover the cost of additional disposal. We also wish to avoid adding extra charges to your hall hire fees.

### Telephone

There is a telephone located in the left-hand office which is called the Redman Room – please only use the telephone if you have an emergency.

### Internet

During your booking we are happy for you to use the broadband. The details of the Wi-Fi are as follows: -

Wireless Network Name = **EE-MXC2XK**

Wireless Password = **NRpAGPRcM3pLrk**

### Cleaning

Being a Scout Group there are at times some messy activities and we expect each of the sections to clean up after themselves. Additionally, the hall is cleaned periodically throughout each week, and we do hope that the hall is clean for your booking.

If you are not satisfied with the state of the hall then let us know as soon as possible.

We do expect all users of the hall to leave it in a good state after it has been used, please clean up after yourself.

**You will find a brush and dustpan in the accessible toilet behind the door.**

On the rare occasion that the hall is not left as it should be, we will withhold all of part of your deposit towards the costs of cleaning or repair.

**Locking up**

When leaving the Hall at the end of your booking please make sure any windows that have been opened are closed, the back door and front door is locked returning the key back into the key safe which is closed with the code wheels mixed up.

Finally, if you do encounter any problem when using the hall then please let us know by emailing [hall\\_booking@calnescouts.co.uk](mailto:hall_booking@calnescouts.co.uk).