



Wren Hall Sunday Teas General Guidance

2025 Guidance Update

Hall hire

There has been no increase in the hall charges this year ie £85.00. **This should be paid directly into the Wren Hall bank account by the day before the event.**

Details for BACS payment:

Account: Wren Hall

Sort code 40-09-34

Account No 41003305

2025 Charges for the Teas are:

Cake £3.00

Tea / Coffee £2.00

Squash 50p

We suggest a float of £80 (we have noticed that more charities provide contactless payment. Whilst this is not required it can lead to disappointed customers and lost sales for the charity)

Teas will run between 2-5pm

We recommend that you need a team of at least 8 people to run the teas. We suggest 2 people serve the cakes, 1 person takes the money, 1 person makes the teas and the others manage the dishwasher and clear tables. We also suggest you have a couple of extra helpers coming towards the end of the afternoon to help clear up.

Access to Wren Hall

The gate code is 2017 (please do not widely advertise this code).

You can access the hall from 11am. The door should be open. If it is not, please press the **Ring Door Bell** and the **door will be remotely opened** for you.

NB You will need to set up all tables and chairs and put them away at the end of the afternoon. At the end of the afternoon, please do not start clearing the tables away before 4.45pm.

Please make sure tables are also **put up in the old hall**. The **large tables** should be used as well as small ones. The large tables can be found in the end cupboard/room in the old hall. Please use the recommended table layout. A plan is on the noticeboard in the kitchen.

- **On arrival, the Group Leader must complete the checklist in the kitchen.**
- On arrival, please switch on the water heater and dishwasher in the kitchen.
- Please note there are notices on the wall near the dishwasher that will guide you how to use the machine. They also provide you with some 'top tips' to help its efficiency. We have also included a short video on the email.
- Please place the 'Sunday Teas' signs out on the roadside.
- All crockery, cutlery, tea pots etc are in the kitchen.
Tea, coffee & squash will be found in the cupboards in the kitchen.

- If you wish to sell any left-over cake, you will find some small white paper bags in the bottom drawer. (This practice has increased in recent years)
- Table cloths, aprons, tea cloths and new dishcloths will be found in the drawers. Please wash and return to Wren Hall in readiness for the following Sunday; either by placing in the box outside or calling in after 11am on the following Sunday.

Cakes etc

- You are likely to need 23-27 **homemade cakes/scones** etc. Homemade does not include cakes made by other groups, even if referred to as homemade. We need to be confident about the ingredients contained within the cakes. If you don't have any "scone bakers" in your group, please don't be tempted to purchase, as their inclusion on the table is not essential
- **Could we ask that portions of cake served are generous.** As a guide, we estimate a 2-layer sponge made with 4 eggs should be divided into 8 slices and a cake made with 3 eggs should be divided into 6 slices. If you serve traybakes and small individual cakes, please use your discretion and provide good value for money for our visitors.
- All cakes should have a completed accompanying ingredients form.
- We recommend that you provide a gluten free homemade cake. Please use a separate knife/serving slice for gluten-free cakes.
- You will also need to supply flowers for all tables (the small vases are in the cupboard in the kitchen), milk (about 16 pints), jam, cream and butter if needed. Some charities are offering a non-dairy milk option these days.

Miscellaneous

- Please leave the kitchen clean and tidy and take all rubbish away with you. There is washing-up liquid, floor cleaner, cloths, black bags for your use. The mop and bucket is in the utility room which can be found in the reception area.
- Please ensure that the kitchen is mopped and the floor of the halls are swept.
- If the weather forecast is good, we may have left out the **parasols** in the back corridor ready for your use. Please put them back in their boxes at the end of the session.

Dogs

Recently, we have seen an increase in the number of requests to bring their dogs inside Wren Hall. The **only** dogs allowed are those which are officially "**Assistance Dogs**". **The Leader of the event is responsible for approaching owners whose dogs do not fall into that category and ask them to leave.** There are picnic tables outside for folk to enjoy their tea and cake with their dogs. We appreciate this can be a difficult conversation, but we feel that the same rule should apply to everyone. Sadly, cases of non-compliance will be reviewed and may lead to not having access to a fundraising slot in future years.

Locking up the hall

Last but by no means least, please ensure the hall is locked when you leave. To do this press the Ring door bell and please wait for it to be answered. The door will be remotely locked BUT please wait for the "click" and check the door is securely locked. If you have any doubts, please contact us via the phone number above the Ring door bell.

PLEASE ENSURE THAT YOU HAVE COMPLETED THE 'CHECK IN-CHECK OUT LIST' WHEN YOU ARRIVE AND BEFORE YOU LEAVE THE EVENT