

## Licences

Please ensure that you observe all the licensing regulations and other legal requirements relating to the hire of the Village Hall, in particular :-

Intoxicating Liquor The hirer will need to obtain a liquor licence if a bar is being provided.

Musical Copyright The Village Hall is licensed with the Performing Rights Society

Betting, Gambling and Lotteries The hirer must ensure that nothing is done in contravention to these laws within the Village Hall.

Gramophone records, CD's etc The hirer is responsible for obtaining a licence with the Phonographic Performance for the public use of such items.

Stage Plays The promoters of any stage play production must obtain an occasional licence required under the Theatres Act 1968.

## Insurance

The Village Hall's insurance does not provide cover for any event or activity taking place in the Hall. The hirers are responsible for providing any insurance cover necessary for their own event or activity.

## Kitchen Equipment

The Village Hall has a kitchen which is equipped with a cooker, warming oven and water boiler which are available when the dining room or whole hall is booked. The Village Hall also has available 100 Dinner Plates, Small Plates, Cups & Saucers and Cutlery. Please let the booking clerk know if you would like to use these facilities.

## Courtesy

Please respect the people who live in the area surrounding the Village Hall by ensuring that noise levels outside the hall are kept to a minimum and that cars are not parked so that they obstruct access.

## Contact Information

### Secretary

Jenny Walker  
Tel : 01909 484362  
E-Mail : jenanntonic@aol.com

### Booking Clerk

Peter Stanley  
Tel : 01909 477391  
E-Mail : Peter.v.stanley@btinternet.com

### Caretaker

Jacqueline Greig  
Tel : 01909 290156

## Car Parking

Cars may be parked in the Car Park next to the Village Hall and should not be parked on the main road for any lengthy period. A disabled parking space is available in the car park, with disabled access available on both entrances.

Please also ensure that cars do not block any of the entrances or exits and that the noise level is kept to a minimum on arrival and departure.

## Telephone

There is no public telephone within the Village Hall – the nearest phone can be found opposite the Butchers near the Station.

## Village Hall Capacity

Please ensure that the number of people within the building does not exceed the capacity that has been advised by the Booking Clerk. The maximum number of people will depend on the type of function being held in the hall.



# Information Leaflet



# Introduction

Thank you for using the Village Hall for your event, we hope that you have a pleasant time in the Hall. The Village Hall is run by St. Luke's Church with a management committee from within the local community. If you have any comments about the hall and its facilities please contact one of the management committee.

## Booking the Hall

If you would like to hire the hall or one of the rooms please contact the Booking Clerk who will be pleased to advise on availability.

Hire charges are normally reviewed on an annual basis and any changes will be applied to advanced bookings.

## Hire Charges

*Applicable from 1<sup>st</sup> Jan 2015*

### Hourly Rate

Lounge	£ 7.50	<i>Minimum</i>
Dining Room	£ 8.00	<i>Booking</i>
Main Hall	£ 9.50	<i>2 hours</i>
Whole Building	£ 16.00	
All Day	£ 160.00	

## Payment

Payment in full is required to secure the booking and should be sent to the booking clerk along with the booking form. Please make cheques payable to Shireoaks Village Hall.

Where the Hall is being booked for a party a bond of 50% of the booking fee will be required, which will be refunded providing there is no damage to the Hall or excessive cleaning required.

## Cancellations

A refund of 50% of the booking fee will be returned if the booking is cancelled in advance of the day of hiring.

# Opening and Closing

The Village Hall will be opened and closed at the times stated on the booking form, please ensure that you have allowed sufficient time for setting up your event and tidying up afterwards. Please note that the Local Authority Licence states that the hall must be clear by 12 midnight.

## Cleaning

Please ensure that any waste food or excessive amounts of rubbish are removed from the Village Hall. Please also ensure that chairs are stacked away in the allocated areas and that the tables are wiped clean and returned to the original positions. Please try and leave the Hall in a clean and tidy state - the cost of any abnormal cleaning will be charged to the hirer.

## Lights

Please note that the foyer lights in the entrance hall will stay on for a short period after the normal lights have been switched off. Please ensure that all lights and power sockets are switched off at the end of your event.

Ensure that the emergency lighting is turned on throughout the session. The switch is located inside the main road entrance.

## Balcony Area

Please ensure that for their safety that young children do not use the stairs in the foyer or the balcony area without being fully supervised.

## Loss or Damage

Please ensure that any damage to the hall or its contents is reported to the caretaker, booking clerk or secretary. The Village Hall Committee will not be responsible for any loss of property, lost or stolen from the hall or cars nor damage to cars in the car park.

# First Aid



A first aid box is located in the Kitchen and is stocked with basic first aid items. Please let us know if you have used the first aid box so that we can replace the items used.

Please ensure that any accident is reported to the Secretary as soon as possible for inclusion in the Accident Book.

## Emergency Exits

All the emergency exits are clearly marked and will be illuminated even if there is a power failure. Please ensure that everyone using the hall is familiar with the emergency exits at the beginning of the session. It is also strongly recommended that regular users of the hall conduct practice fire evacuations.

All Fire Exit doors must remain unlocked and free from any obstruction during the use of the Village Hall.

## Fire Extinguishers

Please inform the Secretary or Caretaker if any of the fire extinguishers have been used. The extinguishers are serviced on a regular basis.

## Chairs & Tables

Please ensure that chairs and tables are stacked in the allocated spaces. Please also ensure that the normal chairs are stacked no more than 10 high and that the padded chairs are only stacked 8 high.

## Smoking

The Village Hall is a no smoking area

## Animals

In the interests of hygiene no animals, apart from guide dogs are normally allowed in the hall.