



# CLAYPOLE VILLAGE HALL

## Information for Hirers



Thank you for considering Claypole Village Hall for your event.  
Please contact us if you would like to arrange to view the Hall and we would be happy to meet you.



Please read the following information before completing your booking.

### Village Hall Hire Costs

Below are details of the hire costs, per hour:

Community/local bookings		Commercial rates	
Daytime (until 6pm)	Evening/Night (6pm+)	Daytime (until 6pm)	Evening/Night (6pm+)
£15/hr	£20/hr	£20/hr	£25/hr

Weddings: 48hr hire*	£1250
Audio/visual equipment	£50

\*This is the rate for 2023. Prices may increase for 2024/25 bookings. Additional time can be added on to the 48hrs if required.

Please allow time for set up and clearing away in your hire period – this will be charged at the usual hourly rate. Please make sure that the premises are not left unsecured at any time during your hire period.

We manage our bookings via a Hallmaster system – using the ‘Online Booking’ tab on our website, you can go on our scheduler, check dates, set up an account and request a booking. We can then accept the booking and send out an invoice.

To secure your booking, a deposit of £100 is required. For bookings under £100, full payment is required. Balance payments are due 30 days before your event.

Our preferred payment method is bank transfer. The details are:

Account name: Claypole Village Hall  
Account number: 97199370  
Sort code: 54-10-23

Deposits can be made by cheque, made payable to Claypole Village Hall.

### Weddings

For weddings bookings, there is an initial deposit of £250, 1 payment of £500 3 months prior to the booking and a final £500 payment 1 month before the hire. Wedding bookings include: use of the outside space, as well as the hall, audio-visual equipment and 1-2 planning visits, if needed.

## Security Deposits

A security deposit, payable 30 days before the booking, is required as follows:

£50 for a daytime booking

£250 for an evening/weekend booking

Security deposits will be refunded once the Hall has been checked after the hire. If payment is made by cheque, we will only bank it if there is an issue and will return or shred it otherwise.

## Capacity of Claypole Village Hall

Dancing/standing only 160

Seated in rows 130

Seated at tables 110

NB. Users with mobility issues or other disabilities should be counted as 2 people.

All exits must be kept clear of obstructions.

## Premises Licence – alcohol and entertainment:

If you intend to serve or supply alcohol during your hire, please complete the **Alcohol Licensing Form**. There are three ways in which you can serve/supply alcohol at Claypole Village Hall:

1. Operate on our Premises Licence under the following conditions:

Claypole Village Hall is licensed (Licensing Act 2003) by South Kesteven District Council for the supply of alcohol between the following hours: **Mon-Sat 19.00-00.00hrs / Sunday 12.00-22.30hrs.**

With the consent of our Designated Premises Supervisor, you may supply alcohol providing that you adhere fully to the conditions of our licence. Download a copy here: <https://tinyurl.com/trw3xnc>

2. If you wish to operate an event outside of the conditions of Claypole Village Hall's Licence, you will need to apply for a Temporary Event Notice (TEN) from South Kesteven District Council. This is a quick and inexpensive process, although there are strict lead times for TENs to be issued.

You can apply online here: <http://www.southkesteven.gov.uk/index.aspx?articleid=8515>

3. Hire a bar service and use a Personal License Holder to run the bar at your event. You will need to supply details of the Personal License Holder and a copy of their Temporary Event Notice, if operating outside the conditions of Claypole Village Hall's Licence. We recommend Harry's Bar from The Wheatsheaf in Dry Doddington.

As the hirer, you are responsible for ensuring that you and your guests adhere to the terms of our licence or your TEN. Any incidents that occur in the Hall during a function, particularly where alcohol is being consumed, should be reported to a member of the Village Hall team within 24 hours.

## Village Hall Facilities

We have a large paddock to the side of the Hall, which is suitable for marquees, bouncy castles etc. and there is also a small play area to the rear (NB the play area is a community facility) and ample parking.

In the Hall, there are 25 tables of various sizes (4 of 2.4m x 0.75m, 9 of 1.8m x 0.75m and 12 of 1.2m x 0.75m) and 98 upholstered chairs. We also have 40 additional folding metal chairs available on request.

**When re-stacking the chairs, please do not exceed 6 high. Tables should be safely stowed on the trolleys and trolleys are stored under the balcony.**

Use of the following items/contents is included in your hire: crockery, cutlery, glasses, urn, kettle, fridge and dishwasher. The microwave is stowed away but will be moved to the kitchen on request.

We also have audio & visual equipment, a large screen and a projector available at an extra charge.

Please inform the committee if you notice any damage or broken items at the start of your hire period. If you notice any dirty or damaged items, please put them to one side and bring it to the attention of the Committee. Cleaning equipment is available under the sink in the kitchen and brooms/mops are stored to the side of the fridge. We recommend that you bring your own dishcloths and tea towels.

### **Catering & Entertainment**

We have built up a bank of contacts for food & drink, wedding planning, bouncy castles, entertainment and accommodation and are happy to make recommendations.

We are also very fortunate to have The Side House Coffee Shop in a separate part of the Hall – they offer a “build your own buffet” menu and are happy to work with you on catering options tailored to your needs. You will find their information here: <http://www.thesidehouse.co.uk/>

### **Access/Keys**

Village Hall keys will be in the lock box by the front entrance to the Village Hall. You will receive the code/combination on the day of your booking. If you need to load/unload into the Hall, we recommend using the patio doors, which can be opened from the inside. At the end of the booking, please ensure that all doors are locked, the keys are returned to the lock box and the code on the lock box is scrambled.

### **Accessibility**

The Village Hall has access ramps available for visitors with mobility issues. These are stored in the lobby to the right of the stage and fit to the fire door in the same location.

### **Temporary Decorations**

There are hooks at the base of each beam which are great for hanging bunting. In our experience, very little sticks to the brickwork. Sellotape, bluetack, drawing pins and nails on internal walls are not allowed as they damage the paintwork.

### **Smoking**

Claypole Village Hall operates a strict **NO SMOKING** policy throughout the building. **This includes the use of e-cigarettes.** There is a designated smoking area outside the patio doors at the rear of the Hall.

### **Noise**

Please be considerate of our neighbours and ensure that noise is kept to a minimum when guests are arriving at and leaving the Hall.

### **Removal of rubbish**

We encourage you to separate your waste into recycling/non-recycling and have provided several bins to allow you to do so. Please dispose of all rubbish at the end of your booking and take it away with you. The purple bins at the rear of the Hall belong to the Side House Coffee Shop and are locked.

### **End of Hire/Cleaning**

Please leave the Hall and the outside spaces in a clean and tidy condition and properly locked up (unless directed to do otherwise). Please check that toilets are clean and flushed. Please sweep the hall and kitchen (and mop the kitchen area, if needed). Please remove all rubbish at the end of your function.

### **Cleaning Service**

Our cleaner also offers a post-hire cleaning service, by separate arrangement, should you wish to organise it – this needs to be booked at least 4 weeks in advance to secure the date. **Her contact details are: Sally Maggs 07957 908593.** Please note that hire charges will apply for the cleaning time as the hall is unavailable for other hirers until the hall is clean.

Hirers would retain responsibility for emptying bins & removal of rubbish, stacking up the chairs, ensuring outside spaces are clean & tidy and the safe locking up of the building/car park.

Sally requests that hirers have already tidied and removed any contents/decorations in order that she can have a clear run at the cleaning tasks. Should the Hall require more cleaning than is achievable within this arrangement, the extra charge would be taken from the security deposit.

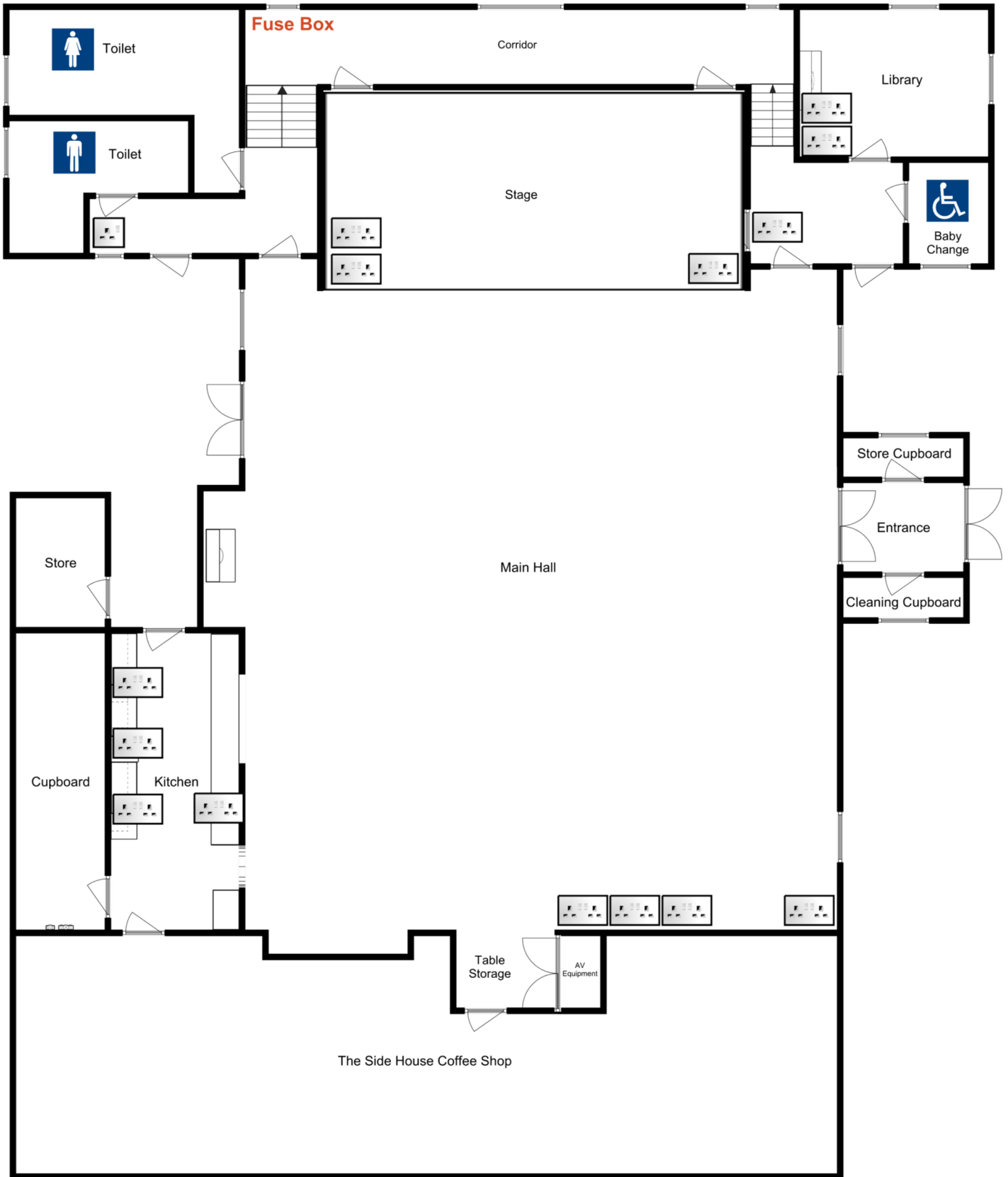
### **Contacts**

Village Hall Chairperson: Claire Simmonds 07904 176475

Email: [villagehallclaypole@gmail.com](mailto:villagehallclaypole@gmail.com)

Website: [www.claypolevillagehall.org](http://www.claypolevillagehall.org)

# Floor plan and electrical outlet locations





# CLAYPOLE VILLAGE HALL

(Registered Charity Number: 228354)



## Fire Safety – Hirer's Responsibilities

As the responsible person for the event/ function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.

### Before the event or function, you should be aware of:

- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what attendees should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- arrangements for fighting fire;
- how the fire and rescue service and any other necessary services will be called;
- procedures for meeting the fire and rescue service on their arrival;
- limitation on numbers of people;
- exit doors which are required to be in the open position are secure; and
- checking that all escape routes are clear of obstructions and combustibles.

### Before the event or function, you should decide:

- the arrangements for fighting fire;
- the arrangements for means of escape for disabled persons;
- the duties and identity of staff who have specific responsibilities if there is a fire;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g., the location of highly flammable materials; and
- your plans to deal with people once they have left the premises, especially children.

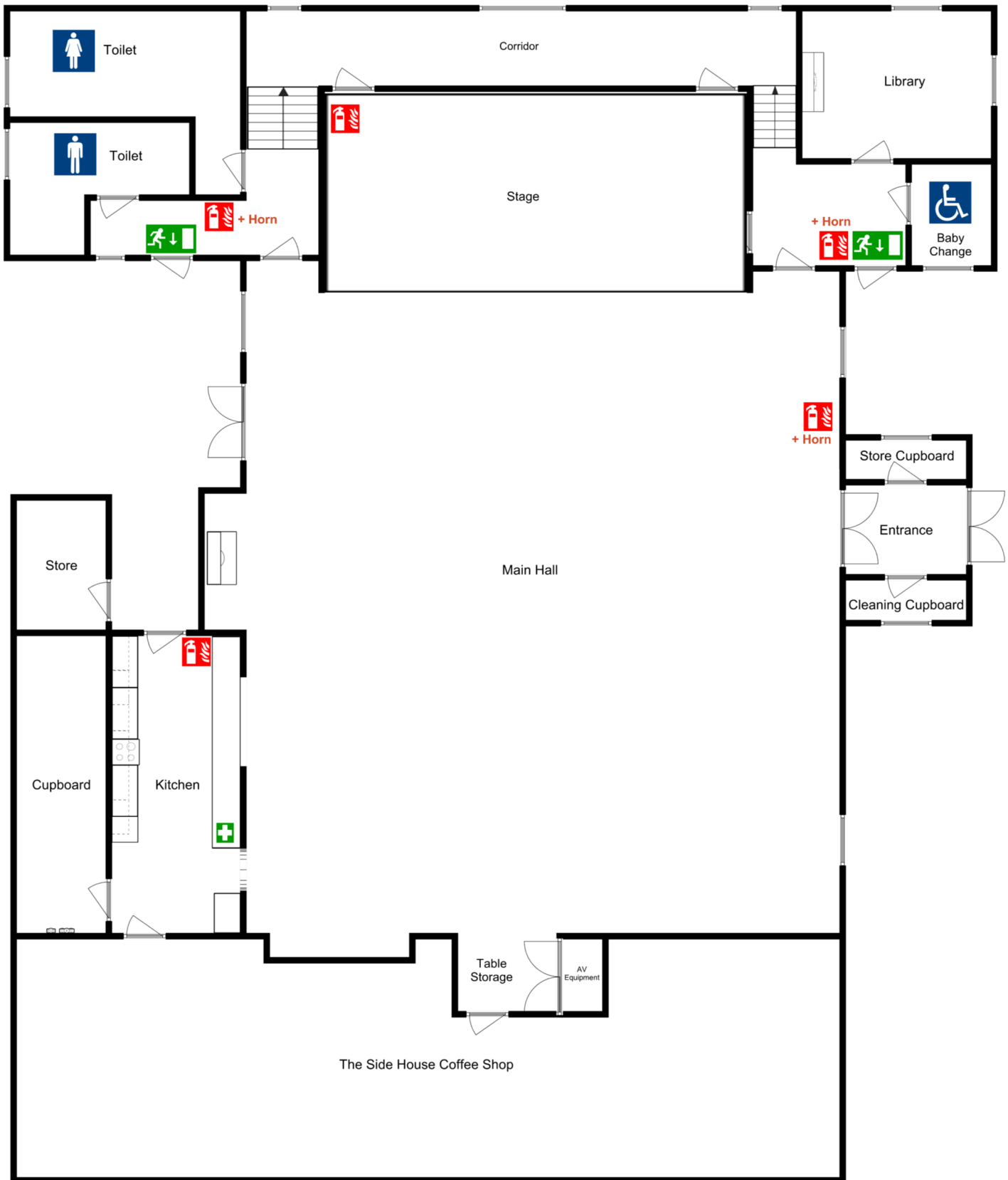
### At the start of the event or function you should notify all those present about:

- the smoking policy;
- the emergency warning signal (**manual horns, located by both fire exits and front door**);
- location of exits and escape routes (**see attached plan**); and
- the location of the muster point (**rear of car park, along hedge line**).

### During the event or function you should ensure that:

- escape routes and exits do not become blocked;
- the smoking policy is adhered to;
- no naked flames are started (unless authorised e.g. candles);
- where naked flames are present that combustible material is kept clear;
- rooms do not become overcrowded;
- noise levels cannot drown out the fire horns; and
- if necessary, the number of persons in your premises is limited or controlled.

## Emergency Exits and Equipment



**Fire Assembly Point:**  
**Rear of Car Park, along hedge line**