

Harbury Village Hall – Information for Hirers

This “Information for Hirers” is to help Hirers plan and run their event. The Village Hall Committee hopes that you enjoy your event, and please let us have any feedback, good or bad, so that we can try and improve the way we manage the Village Hall.

Booking Your Event

BOOKINGS

The Booking Secretary is Celia Neill; 01926 612819, harburyvillagehall@googlemail.com .
For current hire charges please see; [Charges for Hire](#). Please ensure that you read the [Standard Conditions of Hire](#) as that is the basis for any hiring agreement.

INSURANCE

All Profit making events (including fund raising) must have Public Liability Insurance cover to the value of £1,000,000, and provide a copy of their current certificate prior to date of hire. All hirers must ensure that any contracted company, group, or person (e.g. band, caterer, children's entertainer) have Public Liability Insurance cover to the value of £1,000,000.

HEALTH & SAFETY

Contractors, hirers, visitors all must agree to their responsibilities as a condition of hire and/or entry to the hall. For more information please see; [Health & Safety for Hall Users](#) which is also on display in the Hall.

HALL LICENSED CAPACITY

The maximum number of persons who can occupy the hall at any one time:

- Main Hall 300
- Farley Room 100

For comfort a maximum of 130 for a dinner dance or 200 for a concert or stage production is advised by the committee.

LICENSING

If you intend to sell alcohol, then you must advise the Booking Secretary so that we can ensure that you are covered by the Village Hall's licence.

ENTERTAINMENT HOURS

No dance or entertainment shall continue after 1.00am or after 12 midnight on Saturday, and the Hall must be completely vacated by these times.

Planning Your Event

CATERING EQUIPMENT

The well equipped kitchen has a large cooker, “plumbed in kettle”, fridges, a freezer, commercial dishwasher and heated cabinet, sufficient crockery and cutlery for 150 people for a two course meal. It is advisable to hire glasses from an outside supplier.

FOOD HYGIENE

If preparing, serving, or selling food, please follow all relevant food health and hygiene legislation and regulations. Some guidance is on display in the kitchen, but consider having someone qualified

at Level 2 Certificate in Food Hygiene to provide advice and expertise during the preparation and serving of food.

CAR PARK

The Parish Council car park at the rear of the Hall is available for the use of Hirers. Access is possible up until 8 pm and you can exit at any time via the 'dragon's teeth'. If you require the car park to be open for access after 8 pm, please contact the Clerk to the Parish Council on 01926 614646.

STAGE, LIGHTING, PUBLIC ADDRESS SYSTEM and PROJECTION EQUIPMENT

An extension with a permanent stage and changing was built in 2015. Theatre lighting equipment is available in conjunction with the Harbury Theatre Group. There is a radio roving microphone available and a hearing loop. Further details available from the booking secretary.

SPORTING ACTIVITIES & DANCING

No sporting equipment (e.g. trampolines) can be brought into or used in the hall without the prior knowledge and agreement of the Committee. The Village Hall insurance does not provide any cover whatsoever for sporting (e.g. gymnastics) or dancing (e.g. ballet, social) accident claims.

BOUNCY CASTLES

Bouncy Castles may only be hired from a professional supplier approved by the Village Hall.

PROTECTION OF CHILDREN, YOUNG PEOPLE, VULNERABLE ADULTS

The Hirer is responsible for the protection of all children, young people, and vulnerable adults attending their event. The Hirer must ensure that they comply with the provisions of the Children Act, and any other relevant legislation, including ensuring that any children's entertainers have been CRB checked.

Running Your Event

ACCESS TO HALL

Access is by a combination lock, and instructions will be provided a couple of weeks before the hire. If you find the Hall in an unsatisfactory condition, please let a committee member know as soon as possible so that we can deal with it.

CONTACTING A COMMITTEE MEMBER

A list of the committee members and their contact phone numbers is on display just outside the hall main entrance, and also on a notice board in the main hall.

FIRE EVACUATION PROCEDURES

The Fire Evacuation Procedure can be found on the Health and Safety notice board which is just inside the main hall on the left as you enter. Hirers must familiarise themselves with the procedure; see [Village Hall Fire Evacuation Procedures](#).

As the start of the function, the hirer must notify all the hall users of the fire evacuation procedure, and in particular the location of the fire exits. The hirer also needs to appoint a person(s) to assist the evacuation of disabled persons in an emergency.

HALL LIGHTING

The main hall light switches are on the right as you enter from the entrance hallway. The toilets have automatic lighting. Other rooms in the hall have manual light switches. When leaving the Hall at night, the outside lights can be turned on using the switch in the entrance hallway.

HALL HEATING

The hall is heated by electric storage heaters and the controls on these heaters should not be adjusted. If the hall is not warm enough, supplementary heating is available:

- **Main Hall:** A quartz halogen heater and two wall-mounted fan heaters can be switched on at the switches located to the right of the store room. The fans will switch off automatically after 2 hours. There is a booster facility for the storage heaters on the wall and a 'curtain heater' above the entrance doors.
- **Farley Room:** To boost heating, push grey button on the internal wall near the small, high windows on the left by the door to the kitchen.

CLEANING

Hirers should ensure that the hall is left in a clean and tidy condition and all rubbish removed at the end of the event. If the hall is not left in the same condition it was found in, then the committee will charge the hirer the cost of cleaning.

If appropriate you will need to bring dishcloths, washing-up liquid and tea towels, and black plastic sacks for the removal of rubbish. Wet mops should not be used in the Main Hall.

There are mops and buckets in the kitchen, changing rooms, and disabled toilet for use in the toilets. Brooms are kept in the Windmill room which is to the right of the Farley room from the main hall.

WATER AND ELECTRIC ISOLATION POINTS

Hirers should contact a committee member if they encounter any problem with either the water or electric supply. The hall has the following isolation points:

Electric:

- Power Room: access is from the entrance hallway, but the door is always locked.
- Kitchen. The major appliances have separate isolation switches adjacent.
- Farley Room: electrical isolation box on the wall near the kitchen door just above the storage heaters booster control.
- Changing Rooms. Isolation box to be found in lobby.
- Stage. Isolation box on the stage. In left wing as seen from the stage.

Water:

- Toilets and Kitchen sinks: There is an isolation button in the cistern housing of the men's toilet cubicle.
- Changing rooms and supply to kitchen hot water. A tap is to be found boxed off, but available, in the rear corner of the back stage area adjacent to the football store wall.
- Store room: Behind the wall cupboards on the left hand side of the far end wall.

DISABLED TOILET

You need to have a procedure for answering alarm calls if disabled persons using this toilet. The disabled toilet has a pull cord alarm which sounds a bell and turns on a light in the kitchen and outside the disabled door. To reset the alarm, push the button adjacent to the alarm pull cord.

LEAVING THE HALL

Please leave the Hall in the condition in which you would wish to find it. There are photos on the walls of the Main Hall and Farley Room showing where to stack tables and chairs. Please see; [Check List when leaving the Hall](#) which is also on display in the Hall.



Village Hall with interior marquee drapes available for weddings, anniversary celebrations etc.

Harbury Village Hall Committee

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