



# West Haddon Village Hall

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## Welcome

Welcome to our village hall. West Haddon village hall was opened on 13 December 1958. It replaced the old Church Institute on the same site which had been operating as the parish meeting room since 1905.

At the back of the building is a small committee room. There is ramp access to the front entrance. Toilet facilities including a disabled toilet are situated just inside the main entrance. There is a fully equipped kitchen.

There is a small car park, including one disabled space, at the front of the building.

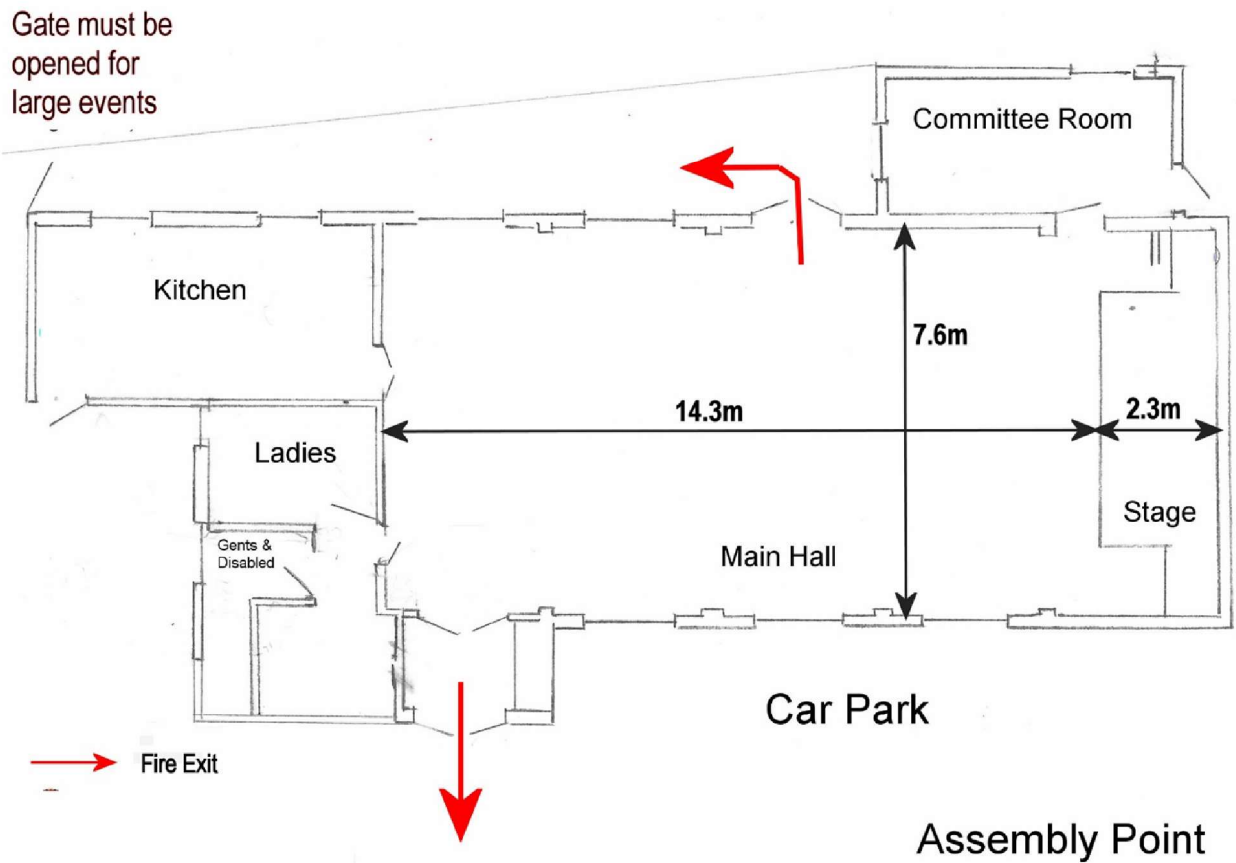
The hall is a registered charity. It is maintained and run by a management committee consisting of trustees - volunteers who are for the most part drawn from the village groups who regularly use the hall. This means that users of the hall are asked to consider other users of the hall and leave it in the condition they found it.

We hope you have a great visit!

## 2. Plan of the Village Hall

Please note that the plan is not to scale.

The height of the hall to the underside of the beams is 2.78m.



### **3. Description of the Facilities**

#### **i. Keys to the hall**

After to booking is confirmed, the hirer will be informed how to obtain the key.

#### **ii. Heating**

The main hall is heated throughout by electric heaters. If you need the heating on you may need to put them on at the start of your hire period as they take a short time to warm the place through.

There are two electric heaters in the committee room.

#### **iii. First Aid Kit**

The hall has a basic first aid kit. It is located in the kitchen. There is also a defibrillator on the outside front wall of the hall.

#### **iv. Tables and Chairs**

There are 12 long folding tables and 8 smaller folding white tables. There are 100 upholstered chairs for special events. There are 30 vinyl chairs for day-to-day use.

#### **v. Kitchen**

##### **a) Crockery etc.**

The hall has a collection of plates, cups, saucers, cutlery and dishes.



There should be enough to accommodate around 100 people but PLEASE check before your function.

There are *some* glasses, but if you are organising a function you may need to provide your own or use plastic containers.

**b) Water Boilers**

The hall has a water boiler mounted on the wall in the kitchen. There is also a standard domestic kettle.

**c) Cooking**

The hall has one domestic cooker comprising of an oven, a grill and 4 hot plates. There is also a microwave oven.

There is a selection of pans, baking trays etc. Also, tea pots, chopping boards etc

The hall kitchen is primarily provided for the serving of food prepared elsewhere, although, plainly, the oven is capable of cooking or warming small quantities of food. The hirer is responsible for all hygiene and safety arrangements connected with the preparation and provision of food at the hall.

**d) Linen**

There are tea towels located in the kitchen for drying up. If you think you will need more, please bring your own. After a marathon drying up session, please leave the towels in the small basket provided to be replaced.

There is a small selection of washing up utensils and washing up liquid near the kitchen sinks. Black bin bags are available in the cupboard under the kitchen sinks. Please bring your own bin bags if you have a large amount of rubbish.

**e) General**

The dishwasher is for Lunch Club use only.

Some cupboards are for sole use of village clubs. These are identified.

**vi. Rubbish**

The hall has one domestic 'black bin', for bagged rubbish of all types.

We currently do not have a recycling bin.

**vii. Licencing**

The hall is licenced for most forms of music, singing, dancing and entertainment performance between 10.00am and Midnight Monday to Saturday and 10.00am to 10.00pm on Sundays, although some forms of recorded music are permitted earlier than this with the approval of the management committee.

The hall does not hold its own licence for the sale of alcohol. A hirer wishing to sell alcohol must apply for a Temporary Event Notice from the local council (West Northants Council).

**viii. Smoking**

We operate a **no smoking and no vaping policy** throughout the hall. There is a designated smoking place outside the front door of the hall, where there is a bin for cigarette butts.

**ix. Insurance**

The Village Hall is insured against any claims arising out of its **own** negligence under a public liability policy. The Hall's insurance policy does not cover any equipment stored by regular hirers in the hall.