

Bursledon Village Hall - Notes to help those thinking of hiring the Hall

These notes give you some information which will help you plan your event. They also summarise some of the relevant points from the Standard Conditions of Hire, which you will receive in full if you make a booking. You will also receive written guidance on where things are in the Hall and on issues such as Fire Safety.

Hours

The Hall is licensed for entertainment until 23:00 during the week and until midnight on Fridays and Saturdays. This means that you should plan to finish your event 30 minutes before the licence 'curfew' so that guests leave and you can clear up and leave without disturbing our neighbours. Pay bars should call last orders at 23:00 on Fridays and Saturdays.

Restrictions

- *The Hall is not available for parties held for those between the ages of 13 and 23 when most of those attending will be of that age.*
- *The Main Hall is licensed to hold a maximum of 120 people.*
- *The Main Kitchen is used, every day, by a team who prepare and deliver meals to the housebound, finishing their use by 1400 and using the dishwasher, in the Served, until 1400. They do not need access through the Main Hall. For major events (weddings, etc.) they can cook elsewhere and the Main Kitchen can be available to you for a small extra charge. It must, then, be spotlessly clean for 0900 the following day.*
- *The Hall is no longer able to allow bouncy castles for children's parties. They are specifically excluded in our insurance policy. It may be possible for you to indemnify the Hall with a policy of your own. A castle Hirer's Public Liability policy does not cover the Hall's risk.*

Availability

You can check the availability of rooms on our Hiring the Hall page on our website. There is a Google Calendar showing bookings for each room.

Weekend Evening Hirings

It is the Hall Committees policy to hire out the whole building for evening hirings at the weekend. The Main Hall and Served, the Anna Harvey room (useful as a quiet room or band room), and the John Sneezum room, upstairs, (useful for storage or changing). The Main Kitchen attracts a small, extra fee. Weekend day time Children's parties may book, just, the Main Hall and Served

Capacities

The Main Hall can seat 100 in theatre style or 80+ for a sit down meal. It has a good wooden floor and is used for physical activities, dances, wedding receptions, family celebrations and for theatrical performances. There is a small, low stage. For 2 weeks before theatrical performances this stage may be raised in height and have a set built on it. The room is approximately 15.5 by 6.5m – inc. stage.

The Anna Harvey Room can seat 40 people theatre style and is suitable for large meetings, seminars and training events. It has a laminated floor and has a separate, small, kitchen and WC and a separate entrance. It has 2 doors connecting it to the Main Hall. The room is approximately 7.5 by 4.5m.

The John Sneezum Room is suitable for Committee meetings of up to 16. It is on the first floor above the main doors. It is carpeted. The room is approximately 5m by 4.2m.

Setting up, decorating and clearing up

There are 110 chairs and 3 round and 12 long tables to seat up to 96 + 12 small rectangular tables, half the length of the long tables.

You should include time for setting up, hanging decorations and for clearing up in the time that you book. Otherwise, we cannot guarantee that you will be able to get in early to set up or that we will not have to charge for clearing and cleaning. Most Hirers want to set out and clear up tables and chairs themselves. If you wish you can ask us to do this for you, for a small charge.

Cleaning

The Hall is, normally, cleaned on Mondays, Wednesdays and Fridays. You are expected to leave the Hall as clean as you find it. There are dry and wet mops and a vacuum cleaner in the Chair cupboard. Leaving the

Hall dirty will result in part or all your deposit being withheld. Please be aware that the Hall is not staffed during the day or evening, on any day.

Decorations, etc.

The Hall has cream, and black, ceiling drapes which can be put up in advance of your hiring. They create a much more intimate space and can save you a lot of decoration time and expense. The cost is £50. Photos showing the Hall decorated with drapes can be found by clicking on the 'Gallery' icon on the website www.bursledon.com

When decorating the Hall you must not use nails, pins, staples or gummed tape. Doing so may lead to the loss of your deposit. Tape leaves gummy deposits which are difficult to remove. If you need to add decorations which require fixings you must seek the Caretakers permission.

Bars

If you wish to sell alcohol at your event, or will include any alcohol in a ticket price, you must obtain a Temporary Event Notice licence (TEN) from Eastleigh Borough Council. This is an easy process administered for Eastleigh by Southampton City Council. You must deliver a copy of the TEN to the Hall 7 days before your event. The contact is;- liquor.licence@eastleigh.gov.uk or 02380 833 245. There is guidance at www.eastleigh.gov.uk/business/licensing/temporary-event-notice.aspx You must also gain the Hall's written permission to sell alcohol by completing a form stating your agreement to accept responsibility for its sale, and, to comply with licencing conditions.

For a private party with no admission charge and a free bar a TEN is not needed.

Catering

The **Servery** has a hatch to the Main Hall. It has a kettle, wall mounted water boiler, small fridge, microwave and professional standard glass washer, but not a cooker.

The **Main Kitchen** also has a hatch to the Main Hall. It has been equipped for use by professional caterers with a 6 burner gas hob and gas oven, stainless steel work surfaces, food and plate warmers, a large fridge and a very small freezer and some pots and pans. It can be used to cater for 80+ 3 course meals.

The Hall has a stock of crockery, cutlery, glassware and tablecloths which may be hired for much less than the cost of commercial equipment and their delivery. The cloths have to be laundered by the Hirer and all equipment left clean. Please ask for details.

Parking

The Hall is in a semi-rural road and does not have dedicated parking. There is room for about 20 cars on the road within 50m of the Hall. There is further parking 200m up Long Lane in 30 spaces outside the School. There is a Council owned Recreation Ground directly opposite with about 20 parking spaces, this is not always available.

PA and other equipment

The Hall has a Public Address system which can be used to play music from a phone or other device. Separately, microphones can be provided. The Hall is fitted with a hearing loop which is linked to a microphone above the stage.

There is a large, electrically operated, projection screen in the Main Hall and a smaller one for use in the other rooms. A Flip Chart stand and paper is available for a small charge.

Fire Safety

When you make a booking you will receive information on the location of Fire Exits, Extinguishers and Alarm points. It will be your responsibility to bring this information to the attention of your guests.

Fees

Hire fees can be found on the availability page of the website. In line with the purposes of Bursledon Village Hall Charitable Trust a discount is available for Bursledon residents and for regular bookings.

COVID-19 – Special Conditions

As of Sept. 2021, and the easing of the Lockdown, our capacity remains limited by the need to establish an Infection Control Zone to protect a Meals on Wheels service using the Main Kitchen, every day, and the need to keep all our visitors safe. All Hirers will receive guidance on how best to protect their group and other users.