**Bursledon Village Hall -**

Notes to help those thinking of hiring the Hall – Aug 2024

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 and music must be turned off at 23:30 and all guests must leave by midnight. And cleaning must have been completed.

***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 Hall is, no longer, able to allow bouncy castles for children’s parties. They are specifically excluded in our insurance policy.*
* *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 Servery, until 1400. They do not need access through the Main Hall. The Main Kitchen can be available to you for a small extra charge. It must, then, be spotlessly clean for 0800 the following day.*
* *The Hirer must be present for the duration of the Event.*

**Serving Alcohol**

If you wish to serve alcohol at your event you must read the Supply of Alcohol on the website.

**Availability**

You can check the availability of rooms on our website [www.bursledon.com/hiring\_the\_hall](http://www.bursledon.com/hiring_the_hall) There is a 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 Servery, 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 daytime Children’s parties may book, just, the Main Hall and Servery

**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 30 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 each sitting 6; + 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

**Cleaning**

The Hall is cleaned on Mondays, Wednesdays and Fridays. You must leave the Hall as clean as you found it. Leaving the Hall dirty will result in part/all of your deposit being withheld. Please be aware that the Hall is not staffed during the day or evening.

**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 £75. Photos showing the Hall decorated with drapes can be found by clicking on the ‘Gallery’ icon on the Home page of the website [www.bursledon.com](http://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. There are many hooks in the walls from which decorations can be hung.

**Catering**

The **Servery** has a hatch to the Main Hall. It has a kettle, wall mounted water boiler, large 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 warmer, a large fridge and a very small freezer and some pots and pans. It can be used to cater for 80 three course meals. There is only a very limited stock of catering and cooking utensils.

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 must 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 15 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, but the parking spaces are not usually 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.

There is a large, electrically operated, projection screen in the Main Hall and a smaller one for use in the other rooms. There is no projector. A Flip Chart stand, and paper is available for a small charge.

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**Noise and nuisance.**

The Hall is in a residential area. Events must finish in time for the Hall to be vacated by Midnight (11.30 during the week). At weekends music must cease at 2330 and guests must leave by Midnight. Oppressive noise or other nuisance, in the Hall or in the immediate vicinity, at any time, which leads to complaints by neighbours may result in the loss of some, or all, of the ‘No damage’ deposit. After 2300 those leaving must do so quietly.

**Fire Safety**

Closer to your event, 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 Hiring the Hall 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.

The **hirer** may be requested to pay a Booking deposit of at least one third of the cost of the booking to confirm a booking which is not imminent.

A No Damage Deposit will be requested which will be refunded within 28 days of the termination of the hire period provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring or resulting from the hiring.

The payment of all fees and deposits must be completed not later than 2 weeks before the start of the event.