



## Claygate Village Hall Association

# General Information

Claygate Village Hall is a registered Charity (Registered Charity No. 305007) regulated by a declaration of Trust. Claygate Village Hall is owned by the people of Claygate and held in trust on their behalf. It is run on a largely voluntary basis. The purpose of the Village Hall is to provide good, competitively priced premises for hire by local residents.

**ACCESS** Please contact the Lettings Manager to arrange access. This should be done at least 2 weeks prior to your booking.

Free Wi-Fi is available throughout the Village Hall. Please see noticeboards for login details.

Socket covers have been affixed to all low-level plug sockets. Please replace after using the sockets. If covers are missing spares are available in the top drawer in the kitchen. If you make use of these please make a note in the defects log book.

### **CAR PARK**

- There is parking for approximately 28 cars
- Two disabled spaces (included in the 28 above.)
- Level access from car park into the Main and Small Halls. Small step to committee room.
- Available to all hirers. If full there is a local authority car park 5 minutes walk from the Hall by Champions Timber on Hare Lane. On street parking may also be possible. Please park considerately.
- There are signs indicating that Car Park is for Village Hall Users only stored in the Foyer. Place these at the car park entrance during large events to discourage others using the car park and return to the Foyer at the end of your event. You may also wish to marshall the car park.

**TOILET FACILITIES** Ladies, Gentlemen's and Accessible Toilets are located in the Foyer. Baby Change facilities may be found in the Accessible Toilet. There are additional toilets (back stage) in the corridor next to the committee room – access from the Main Hall and Committee Room only.

**FIRST AID** A First Aid Kit is located in the box on the Foyer desk. Please report any accidents via the forms located next to the First Aid Box, or downloadable from our website. Please make a note in the Defects Log found on the Foyer Desk of any items used from the First Aid Kit so they may be replaced, or advise the Lettings Manager.

**FIXTURES TO THE WALLS** Small amounts of White tack, (no Blu Tack, Sellotape or drawing pins) may be used and must be removed carefully at the end of the hiring period when taking down decorations.

**CARBON DIOXIDE MONITORS** These are located in both the Main and Small Halls. It is recommended to ventilate rooms to keep the reading below 800ppm for physical activity / singing and 1500ppm for other activities to help reduce the spread of COVID-19.

### **SMALL HALL**

- The Small Hall can accommodate c.30 and is suitable for meetings and small parties. For children's parties 10 – 15 is the recommended maximum.
- There is a kitchen area for the preparation of light refreshments with kettle, china for 40 and washing up facilities.
- Dimensions 10.5m x 5m. Ceiling height 2.8m

## COMMITTEE ROOM

- The Committee Room can accommodate 8 – 10 for a meeting or similar. Dimensions 5.4m x 3.6m.
- Sink and washing up facilities
- Kettle,
- 8 cups and saucers, (additional available in main kitchen.)
- Flip chart / white board. Projector screen available from Hirer's cupboard on request.
- External access from the car park. Please note this door is a fire door and can always be opened from the inside whether locked or not from the outside. Please lock the door from the outside when leaving.
- This room acts as a dressing room for theatrical productions.

## MAIN HALL

- Main Hall can accommodate up to 210 people seated theatre style, 120 cabaret style and 96 for dinner-dances.
  - Dimensions 10.5m x 15m. Lowest point on the ceiling – 3.6m above floor
  - There is a Public Address system with a radio microphone and a lapel microphone. This can be connected using a standard headphone socket to a device to play music – e.g. phone/tablet/pc
  - There is a projector with drop down screen on the stage which can be connected to a laptop, DVD player or similar for projection of images with sound.
  - There is a Short Throw projector on the stage which can also connected to a laptop etc.
  - Windows are tilt and turn type. The key to the window locks is available with a spare in the top drawer in the kitchen. Please re-lock windows if you unlock them and return the key to the drawer.
  - Curtains are all operated by pull cords located between the curtains **DO NOT PULL BY HAND.**
  - Stage, with rehearsal lighting and 2 dressing rooms. Full stage lighting can be hired on request.
  - Gallery with sound and lighting controls for theatrical productions.
  - The large kitchen which is suitable for reheating food that has been prepared off the premises has
    - washing up facilities,
    - a six ring electric induction cooker with oven.
    - larder refrigerator with freezer,
    - hot water urn,
    - kettles,
    - plate warmer,
    - small microwave oven,
    - dishwasher - instructions for use are posted on the wall next to the dishwasher. (**Note:** if found with water in the base or switched off at the mains socket you need to reset the machine - switch on and perform step 8. TO TURN DISHWASHER OFF then when this has completed follow instructions from step 1. to initialise the machine). Scrape food off plates and rinse before washing in dishwasher.
- Bin bags, ovenware and tea towels are **not** provided. Use of the kitchen is included in the hire of the main hall.
- China and cutlery for 120 is available
  - Wine glasses for 240 are available.

## HALL LIGHTING

- Main Hall: Switches are located inside the double doors on the right-hand side. The grey panel controls the overhead lights which can be switched on or off and dimmed by pressing the arrows up and down. The other panel controls the wall lights.
- Stage: Rehearsal lights switch located on the wall at the front of the stage (left side facing the stage). Full stage lighting is available at an extra charge.
- Small Hall: Switch located just inside the door on the left-hand side. These lights can also be dimmed. Individual switches for wall lights.

## HEATING

The Main and Small Halls are heated utilising a warm air heating system and the vents must not be closed or covered.

- Main Hall: there are two nest thermostat controls.
  - one on the wall next to the light switches – this controls the heater supplying the vents at the back of the main hall.
  - one on the side wall between chair store door and stage – this controls the heater that supplies the vents under the stage.

Increase temperature by twisting the outer silver housing clockwise. The heat cannot be increased above 20°C. A PIN code is NOT required to alter the temperature. Pushing the device leads to a request for a PIN. In this case wait a short while and display will return to normal and the heat can be adjusted.

- Small Hall: there is a single thermostat control -
  - this is located on the back wall next to the window - this is a rotary switch turn clockwise to increase heat and anti-clockwise to decrease heat. Note : the “summer airflow” setting is found by turning the switch clockwise to its furthest extent. This will blow ambient air for ventilation purposes and never heat !
  - After use the Small Hall thermostat **MUST** be returned to a low setting (approx. a third).

The Committee Room is heated utilising wall heaters

- Located on each side of the room - to operate switch on at mains socket and adjust temperature as required, ensure that heater(s) is switched off at mains socket after use.

The Men’s Dressing Room is heated using a wall heater

- Located over the entrance/exit door – to operate switch on at mains switch (high up on righthand wall next to exit) and using switches on heater adjust the temperature as required, ensure that heater is switched off at mains switch after use.

The Foyer & Toilets are heated utilising wall heaters these are entirely automatic and NO hirer intervention is required.

## TABLES AND CHAIRS

- MAIN HALL
  - 15 large tables (2ft 3in x 6ft or 69cm x 182.5cm)
  - 4 medium tables (2ft x 5ft or 61cm x 152 cm)
  - 4 small tables (2ft 3 in x 3ft or 69cm x 91.5cm)
  - 180 stacking chairs (including 28 at the sides of the main hall.)
  - 20 foldable chairs

These are stored in the room on the left-hand side of the hall. Chairs and tables must be returned to the chair store after use. Tables must be wiped after use. Instructions for storage are located on the wall of the chair store. Trolleys are provided for moving stacked chairs and are located on the wall of the chair store. Tables must be secured by bungees when returned to the store.

- SMALL HALL – Chairs and tables may be found in the cupboards opposite the entrance with additional tables and chairs located in the cupboards opposite the accessible toilet in the Foyer.
  - 3 large tables (2ft x 6ft or 61cm x 182.5cm)
  - 4 small tables 2ft 3in x 3ft or 69cm x 91.5cm)
  - 24 foldable chairs

Additional tables and chairs can be obtained from the Main Hall but MUST be returned after use.

- COMMITTEE ROOM
  - 2 large tables,
  - 1 large & 1 small table stored outside room in alcove.
  - 23 grey chairs (some stacked in alcove outside room.)

**Broken Chairs /tables** - should be put in the men’s dressing room and an entry made in the defects log.

**PLEASE DO NOT STAND ON THE CHAIRS AS THIS BREAKS THE CHAIRS AND RISKS INJURY TO YOU.**

**PERFORMING RIGHTS** The premises are registered with the Performing Rights Society. No extra charge is made for performing live or recorded music.

**TV LICENCE** Claygate Village Hall has a TV Licence.

**SMOKING IS PROHIBITED IN ALL AREAS OF THE BUILDING. ANYONE WISHING TO SMOKE MUST GO OUTSIDE.**

**WALL MOUNTED ASHBINS ARE PROVIDED AT THE FRONT OF THE HALL AND ON THE PATIO AT THE REAR OF THE BUILDING.**

**ALCOHOL** If you wish to sell alcohol you will require a Temporary Event Notice (TEN) from Elmbridge Borough Council. Please contact the Lettings Manager to check whether a TEN is required and for details of how to apply.

**USE OF DRY ICE / SMOKE MACHINES IS PROHIBITED AND WILL ACTIVATE FIRE ALARMS.**

### **CLEARING AWAY AFTER YOUR EVENT**

The Hall is cleaned each morning but not in between each hiring. You are therefore responsible for leaving the premises clean and tidy, ready for the next hirer.

- A large broom, dustpan, mop and bucket and vacuum cleaner can be found in the cupboard in the foyer, opposite the kitchen door.
- Rubbish may be placed in the large bin located in the car park, (left hand side next to the memorial garden.) Please bring your own rubbish sacks and do not tie the tops before placing in the bin. If the bin is full please take your rubbish home. Burst balloons before placing in the bin. We do not offer recycling but encourage you to take recycling home.
- Please check the toilets to ensure they are clean, and that the lights are turned off.
- Please return the car park signs to the foyer if used.

### **CLOSING PROCEDURE**

- The premises must be securely locked at the end of the hiring period, paying particular attention to the emergency exits. Return the keys as advised by the Lettings Manager.
- All internal lights must be turned off, unless on movement sensors where notices indicate that they should be left on. External lights are on a time switch.
- Check that the heating is turned down.

**NO FUNCTION SHALL CONTINUE AFTER MIDNIGHT.**

### **DEFECTS LOG**

Should you find any damage to the fabric of the Hall or any item of equipment that is damaged or non-functional please make a note in the Defects Log Book on the Foyer Desk. This is reviewed regularly by the Hall Manager and rectification of faults is made as promptly as possible to the benefit of all Hirers of the Hall. Please report any damage that occurs during your hire of the Hall. You may also email the Lettings Manager or leave a message on the Hall phone to advise a defect. If a defect requires immediate attention contact numbers are given on the Foyer noticeboard.

### **COMPLAINTS PROCEDURE**

Should you have a complaint in relation to the Hall please follow the Complaints Procedure on the Foyer noticeboard. This can also be found on our website.

### **SUGGESTIONS**

If you have any suggestions in relation to the Hall e.g. for an improvement, you can pass this onto any member of the Management Committee and it will be considered at the next Management Committee meeting. You may find emailing the Lettings Manager a convenient route, but you may also write to the Association at the Village Hall.

**THANK YOU FOR CHOOSING CLAYGATE VILLAGE HALL FOR YOUR EVENT- WE HOPE IT IS A SUCCESS**