



## INFORMATION FOR PROSPECTIVE HIRERS



Regularly used for Meetings, Lectures, Classes, and various forms of Entertainment and Leisure.

The Main Hall was built in 1921 as a Memorial and has had several modifications, including a toilet for the disabled, to maintain a high standard for users. The Green Room is an extension with conservatory style windows overlooking one of the prettiest Village Greens in West Sussex, and can be hired separately or as an add-on giving 60% extra floor space. A small Committee Room for 20-25 people is also available.

Ideal for your Private Parties, Wedding Receptions, Exhibitions or Craft Fayres.

Pook Lane, East Lavant, Chichester PO18 0AH



The Village Hall is a registered Charity, Number 305390/1, administered by a Voluntary Management Committee, which meets regularly to deal with the business and administration of the Hall.

The Management always welcome comments and suggestions for the continued success of the Hall.

## HOW TO BOOK

Applications to hire the memorial Hall with its stage, The Green Room or the Committee Room, or a combination of them, can be made provisionally by telephone to the Booking Secretary and then followed by completion of a Booking Form and either £25 or £10 deposit. The balance of payment for the hire must be paid prior to the function. It is advisable to carefully read 'The Conditions of Hire' for the Hall before completing the form. **IT IS AGAINST THE LAW TO SMOKE IN THE HALL**

## BOOKING SECRETARY AND CARETAKER

Mr Tony Bleach, Ashdean, Midhurst Road, Lavant, Chichester PO18 0DE

Tel: 01243 527439 email: [bookingsecretary@lavantmemorialhall.org.uk](mailto:bookingsecretary@lavantmemorialhall.org.uk)

BOOKING SECRETARY has information on Discos, Entertainers, Mobile Bars, Caterers, Square Dance callers and Bands, Interior drapers etc.

## CAPACITY

	Main Hall		Green Room		Total	
	Licensed	Comfortable	Licensed	Comfortable	Licensed	Comfortable
Close seating	200	120	120	60	320	180
Seated at tables	100	80	60	40	160	120

STAGE Raised stage 12ft x 20ft.

## FURNISHINGS AND EQUIPMENT

TABLES	6ft x 2ft 3"	17	CHAIRS	Red Stacking padded	140
	4ft x 2ft 3"	23		Black padded	40
	3ft x 2ft 3"	12		(A further stock of 30 stacking available from outside store)	
	2ft square	6			
	Card Tables	8			
	plus 6 x 6ft and 6 x 4ft trestles in outside store				



PIANO  $\frac{3}{4}$  upright Good condition and tuned  
 Lecture stand  
 Fixed large screen at front of stage  
 Invalid ramp for Green Room to Green, Door  
 4ft square screens x 2

Skittle Alley  
 Shuffleboards  
 Dress rails x 3

HEATING Nightstorage - making room warm on entering  
 Boost for extra immediate heat from these heaters by activating the Time Switches in Kitchen (Turn minute control for Main Hall - Touch switch for 45mins time for Green Room)  
 Wall heaters in kitchen x 2 Convector and Wall Heater in Committee Room

CATERING	<u>Main Hall</u>	Kitchen with Hatch Warming cabinet Microwave Large sink 2 kettles	4 plate two oven electric cooker Bench oven with two plates Small freezer Wash basin
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	<u>Green Room</u>	Refrigerator 2 kettles Boiling water dispenser Hot water to all sinks by immersion heater - switch in Green Room	Microwave Bar counter and glasses (2urns available from store)
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CROCKERY FOR HIRE 120 place settings, includes Dinner and Tea plates, Dessert bowls, Cups & Saucers, Knives, forks, spoons (desert, soup and tea). Wine goblets, Champagne flutes.  
 80 Sherry glasses. 10 Buffet trays  
 Some serving spoons 10 pair cruets

TOILETS AND WASHING 2 Male - 3 Female - Large disabled with Baby Changing facility.  
 Wash handbasins in each with hot and cold water. Showers available in Sports Changing Room

PHONE: Payphone for out-going calls only situated in the Foyer

LOCAL INFORMATION

Nearest Doctor: Lavant Road Surgery, Lavant Road, Chichester 01243 527624  
 Nearest shop: One Stop, Summersdale Nearest bus stop: Top of Pook Lane, Lavant. 300 yards



### STANDARD CONDITIONS OF HIRE

1. Booking is confirmed on receipt of the form together with either £25 or £10 deposit to be paid before the event. Money will be refunded if 14 days notice of cancellation is given, otherwise the deposit may be retained.
2. **INSURANCE.** All hirers are required to have public liability insurance cover of £1m. In most cases this will be provided under the Hall's insurance policy with an excess of £250 for which the hirer would be liable. Any instances where this cover cannot be provided will be pointed out by the Booking Secretary before the booking is accepted. The cover does not extend to the use of equipment belonging to the hirer and brought into the Hall. In such cases hirers will be responsible for arranging their own insurance cover. The Hall's cover cannot be extended to any hirings for commercial gain and such hirers must produce a valid certificate of insurance before the hire commences.
3. The committee will not accept responsibility for loss or damage sustained by hirers or users of the premises, and no articles may be left in the Hall without prior arrangements.
4. In determining any questions regarding damage or unauthorised use of the Hall the Committee's decision will be final.
5. The Hall is let by the Session. Morning 9am to 12 noon. Afternoon 2pm. till 5pm. Evening 6pm. till Midnight. Arrangements may be made in advance to extend sessions at the appropriate hourly rate and after midnight at twice the hourly rate.
6. **ALCOHOL.** The Hall has a Premises Licence for the sale of alcohol but for most hirings we recommend the use of a Temporary Event Notice if hirers wish alcohol to be sold during their hire. Alcohol sale requirements should be discussed with the Personal Licence Holder for the Hall, Mr Tony Bleach.
7. **FOOD.** It is the hirer's responsibility to prepare and serve food in accordance with the General Food & Hygiene Regulations 1995.
8. Hirers undertake to leave the Hall in a suitable state for use by those who follow i.e. in the state in which they would wish to find it. For your guidance the following points must be followed, otherwise some of the deposit will be retained.
  - **Hirers must read the Health & Safety and Fire Evacuation requirements as listed in the Foyer.**
  - Chairs, tables and other equipment must be **CLEANED** and put away as found
  - All floors must be **SWEPT AND MOPPED** where necessary
  - All rubbish must be **TAKEN AWAY** or put in the wheelie-bins outside the Hall



- Car Park and surrounds must be LEFT CLEAR of paper and litter
  - All lights, radiant heaters in the Committee Room, and water heater in the Kitchen must be TURNED OFF. Note: the Storage heaters in the Main Hall remain switched ON at all times
  - Electric cooker must be TURNED OFF at the main switch above the cooker
  - All windows and doors CHECKED AND SECURED
  - Please do not ATTACH decorations to interior walls as this brings the paint off. Please use BLU TACK, on NO ACCOUNT use drawing pins. Please inform the Booking Secretary of any damage caused by your function. Note any damage that was present BEFORE your function. There are ample cleaning cloths and materials, detergents etc. provided by the Hall.
9. All accidents must be recorded in the Accident Report forms file located in the kitchen in the drawer below the microwave oven.