



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 submission of a Booking Form and deposit. The detailed booking procedure is set out in Annex 1 of this leaflet. It is advisable to carefully read the 'Standard Conditions of Hire' for the Hall, which are set out in Annex 2, 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

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
	<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)

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

PLAY EQUIPMENT We have several items of old playgroup equipment (Tricycles, Car, Slide etc.), which are available for hire for an extra £5.

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



Annex 1: BOOKING PROCEDURE

1. Contact with Booking Secretary could result in a provisional booking made for the Hall
2. After checking other bookings in the diary, he will send you a Booking Form , a brochure and some extra information, if you have not downloaded this on line.
3. The completed form must be sent to him with a £25 deposit, which can be paid on line.
4. The balance of payment for hire, together with the Damage Deposit must be in the hands of the booking secretary 14 days before the event, if paid by cheque or on line . Cash will be accepted up to the time of collecting keys for event.
5. The Booking Secretary will send you a letter by post , 7 days before the event, which you should acknowledge receiving.
6. If there is any accidental damage to the Hall, you will be informed within 3 days , with the opportunity to correct what is necessary, otherwise we will get the work carried out and deduct it from your deposit and the balance will be sent to you within 14 days.

WE ARE SORRY TO INSIST ON THIS PROCEDURE, BECAUSE, ALTHOUGH MOST OF OUR HIRERS ARE RELIABLE AND NICE TO DEAL WITH, WE HAVE FOUND THAT, AS WE HAVE HAD A FEW PROBLEMS, WE NEED TO TIGHTEN UP ON PROCEDURE.

IF YOU ARE HAVING A PAY BAR, IT IS YOUR RESPONSIBILITY TO SEE THE OPERATOR HAS THE NECESSARY LICENCE

INFORMATION ON TEENAGE PARTIES

It seems a shame that Teenagers cannot have a party without some sort of damage being done. Most Halls in the area have banned all teenage parties, but we will still consider the following.

1. For Lavant Residents who intend to have 50% Older Family members present. Booking to be made by parent.
2. Up to 16 years old, where the booking is made by a parent ,who guarantees that five other mature adults will be attending, to ensure only invited guests, up to a maximum of 80 are attending and that Gatecrashers will be kept out. No Alcohol to be consumed by Under 18's . No mention on Social Media. A £160 damage deposit will be paid to cover any accidental damage. A representative of the Hall Committee will visit the function and there will be an immediate stop if these conditions are not met.



THIS IS VERY IMPORTANT IF YOU WANT TO ERECT ANYTHING ON THE GREEN

Although you book the Hall and can go on the Green with chairs and tables, that area is controlled by the Lavant Parish Council. If you want to erect anything on the Green (Bouncy Castle, Gazebo, etc..) then you must first check with Hall Booking Secretary, that there is no cricket being played and then contact The Clerk to the Lavant Parish Council, Ms. Imogen Whitaker, 2 McAdam Close, Hambrook, Chichester. PO18 8FG. - 01243 575094 or lavantparishcouncil@g.mail.com for permission. This is to ensure that there is Public Liability Insurance in place. The L.P.C. Meeting is on 2nd Tuesday every month.

IF YOU HAVE NOT OBTAINED PERMISSION FROM THE PARISH COUNCIL YOU WILL BE MADE TO REMOVE ITEMS ON THE GREEN AND YOUR HALL BOOKING WILL BE CANCELLED.

IF THE BOOKING FORM IS NOT RETURNED WITHIN 14 DAYS, THE DATE MAY BE RE-ALLOCATED TO SOMEONE ELSE IF I AM UNABLE TO CONTACT YOU TO CONFIRM THE BOOKING. Normally I will go on holding the date for you and contact you if I get another enquiry.



Annex 2: STANDARD CONDITIONS OF HIRE

1. Booking is confirmed on receipt of the booking 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 1pm, Afternoon 1pm to 6pm, Evening 6pm to Midnight. Arrangements may be made in advance to extend sessions at an appropriate hourly rate and after midnight at twice such hourly rate.
6. **ACCESS.** From time to time access to the hall is required for maintenance and repairs. Whilst every effort is made not to disturb hirers, occasionally some disturbance is unavoidable.
7. **ALCOHOL.** The Hall has a premises licence for the sale of alcohol, but we do not allow this licence to be used for private functions. If hirers wish to have alcohol sold, then they, or the licensee involved, must have a Temporary Event Notice from Chichester District Council. It is the hirer's responsibility to ensure that this licence is in place and on view at the function, otherwise the bar may be closed down when our representative visits



8. FOOD. It is the hirer's responsibility to prepare and serve food in accordance with the *General Food & Hygiene Regulations 1995*.
9. 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. These documents are available on the hall website (www.lavantmemorialhall.org.uk) and are displayed in the hall entrance 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 hobs and ovens must be left TURNED OFF, but the main switch above the cooker should be left ON.
 - 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



Please note that IT IS AGAINST THE LAW TO SMOKE IN THE HALL

10. ACCIDENTS. All accidents must be recorded in the Accident Report forms file located in the kitchen in the drawer below the microwave.

11. PHOTOGRAPHY. Hirers are reminded that they are responsible for complying with Data Protection regulations if they are planning to take photographs during their event that are subsequently published in any form e.g. for publicity. Photos of children must not be used without the written consent of a parent or guardian. Additionally, for some individuals, publicising their location could place them or their families at risk. Consequently hirers are encouraged to comply with the following policy:

- At large events at which publicity photos are to be taken a notice should be posted at the entrance, or an announcement made, providing the opportunity for people to refuse taking part in publicity photographs.
- At small events the consent of individuals (verbal) should be obtained if their image will be clearly identifiable.