

HIRING LAVENDON VILLAGE HALL – FREQUENTLY ASKED QUESTIONS

No	Answer
1.	Where can I get more information about holding an event in the village hall? You can check the Hall availability and make a booking by going directly to: www.lavendon-village-hall.lemonbooking.com/ An alternative point of contact and source of practical information is the Booking Secretary – details given below at Question 4. The Bookings Secretary can if need be assist a new Hirer with a preview visit to see the Hall. The Booking Secretary can also provide or send a copy of the Terms and Conditions for hiring. Alternatively the T&Cs are available to download from a link “Hall Hire Agreement” that can be found on the Lavendon Village Hall web page at: https://lavendonconnection.co/home/village-hall/ The Hire Agreement (T&Cs) can also be found on the pinned entry at the top of the related public Facebook page – search for “Lavendon Village Hall” or go to: https://www.facebook.com/groups/669749536428351/ More general information can also be found at: https://www.hallshire.com/halls/view/4337/lavendon-village-hall And at: https://localgiving.org/charity/lavendonvillagehall/
2.	How much does it cost to hire the hall? The hire rate for local residents & individuals is £15.00/hour, or part thereof. For non-profit-making organisations and charities the charge is £12.50/hour. The rate for commercial organisations & individuals, and governmental organisations is £20.00/hour. There is no additional charge for use of the Audio-Visual/PA system. If the large round tables are utilized then the laundering charge for the associated tablecloths is £4.00 per cloth (whether or not they are soiled). Longer term or regular, eg weekly hirings, may be negotiable. Hire rates for tables and chairs removed for use away from the Hall are available as set out in the separately available Hire Agreement. Hire charges are additional to the deposit (see Q3 below) and are paid at the time of booking. The required hire period must include any time needed to set up or clear away.
3.	Do I need to pay a deposit and will I get it back? A deposit of £75 may be required for higher risk events. The deposit will be returned if all T&Cs have been met following the hire event. Some or all of the deposit may be retained by the Hall in the event of physical damage/breakages occurring, or if significant additional cleaning effort is necessary following an event.
4.	How do I make my booking? Hall bookings or enquiries should be made online as indicated at Q1 above. Alternatively the Bookings Secretary, Bev Shaw, may be able to assist, contact as follows: Telephone contact: 07517 870107 Email contact: LavendonVillageHall@gmail.com
5.	How do I get into the Hall? The Booking Secretary will normally provide a personal Passcode for the Smart Keybox which is located at the lefthand side of the Hall front entrance. After entering the passcode remember to press the unlock button and pull forward the front flap. Passcodes are cancelled after use.
6.	Once I’m inside, where do I find the light switches? Entrance and corridor light switches are to be found on the left, just inside the entrance corridor, and just inside the main hall on the right can be found a switch for some limited wall lighting. A selection of main hall lighting switches can be found within the lobby area located to the left side of the stage – switches are just inside the doorway on the right.
7.	What is included when I hire the hall? Apart from any additional tablecloth laundering charges, all other facilities within the Hall and Kitchen are included in the hire charge, together with heating, power, etc. Kitchen facilities are listed at Question 10 and general facilities are listed at Question 7.

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8.	What sort of events can be held in the hall? The Hall includes a stage area and is therefore suitable for a wide variety of large or small public, private and organizational events. These can include: • private birthday parties, wedding receptions, wakes, etc; • organisational events including meetings, talks, etc; • public meetings, presentations, exhibitions, displays, fairs, slide shows, etc; • dances, evening meals and general entertainment events, including singing and drama, etc.
9.	What other facilities are available in the hall? Aside from the well-equipped kitchen facilities (see Q10 below) and AV system already noted above, the following general facilities are available within the Hall: • A raised stage area, 7.5m x 3.6m. • Modern ladies, gents and disabled toilets, baby-changing facility • Kitchen and bar areas with separate serveries, cupboard space, etc • Cloak/hanging and store areas. • Approx 120 chairs, 30 rectangular tables to seat 4-6 each, 10 large round tables to seat 8, plus various other tables suitable for display stalls, etc. • A Wi-fi facility is available in the Hall – the log-in code is displayed on various wall notices. • Other accessories/items might be available upon request.
10.	Does the hall have disabled access and facilities? There is an access ramp available at the front entrance; a disabled toilet with full support facilities is also available; the Hall has wide front entrance doors to facilitate alternative wheelchair access.
11.	Are baby-changing facilities available? Baby changing facilities are available.
12.	What equipment is available in the kitchen and bar area? Commercial Oven, Hot Plate, Dishwasher, Microwave Oven, Fridge/Freezer, Hot Water Dispenser, Kettles, Crockery, Glasses, Mugs, Cutlery and various other utensils.
13.	How many people can the hall accommodate? The recommended safe limit is 150 people if standing, or 120 seated auditorium-style. For cabaret-style seating at tables the comfortable limit is 80, although up to 100 can be accommodated if for example it is not essential for guests to have direct and comfortable visibility at all times towards the front stage area.
14.	How large is the main hall and what entrances are available? The main floor area of Lavendon Village Hall is 18.20m long x 12.45m wide = 227.54m². The floor area includes a number of slender brick pillars to either side of the main floor area. Normal pedestrian access to the main hall area is via a doorway 850mm wide. There are two larger fire doors for direct access 1500mm wide, one of which at the front is suitable for vehicular access and unloading.
15.	Can I put a Bouncy Castle or similar in the hall? A Bouncy Castle may be installed in the Hall but the Hirer does so at their own risk. Lavendon Village Hall will not take responsibility for any injuries or damage incurred by users. You should notify the Booking Secretary in advance if you wish to install a Bouncy Castle or similar structure. As a general guide the available height between floor and ceiling trusses is 3.3 metres. Between trusses the maximum (sloping) ceiling height is 4.8 metres, but remember there are also two ceiling mounted fans to avoid.
16.	Are there any restrictions on using the hall? Children may only use the Hall under the direct supervision of one or more adults. The Hall does not accept liability for hirers' or users' property brought into the Village Hall or onto the Village Hall Car Park in front of the Hall - to do so is entirely at the Hirer's or User's risk. Where periods of hire are until midnight, these must finish promptly. Attendees are requested to

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	leave quietly at all times in consideration of people living close by. Items such as posters, decorations, displays, etc., must not be fixed to walls and pillars in such a way that damage may be caused to the building interior or decor, e.g. by using Blu-tak, Sellotape, etc.
17.	Is an AV or public address system available? An AV/PA system is available at no extra charge. AV facilities are available with input from Laptop, CD, DVD, PA mobile microphones, Bluetooth connection from Smartphone or tablet. The system includes an overhead projector and large motorized drop-down display screen, etc.
18.	Can I play music in the hall? Yes, the Village Hall Committee maintains a joint license with the Performing Rights Society (PRS for Music), and with Phonographic Performance Ltd (PPS). This permits most types of recorded music to be played within the village hall. More info at: www.prsformusic.com/licences/ppl-joint-licence
19.	Can I provide my own refreshments? If a Hirer wishes to sell or supply alcohol, or hot refreshment late at night, then a Temporary Event Notice may be required – see the answers to Questions 18 & 19. Otherwise, a Hirer is welcome to bring their own drinks and refreshments into the Hall for cooking or consumption. The kitchen, cooking & preparation facilities are all included in the hire charges, together with a variety of crockery, glasses, utensils, etc. Hirers should please ensure that floors, tables & kitchen surfaces, oven and microwave facilities are all left clean and tidy after an event in accordance with the T&Cs. Please note that the Hirer is responsible for ensuring the health and well-being of their guests, including observing essential precautions in respect of hygiene and potential allergies.
20.	Is alcohol allowed in the hall? Hirers and their guests may consume alcohol in the Hall provided it is not sold in or around the Hall premises, nor is included as part of an entry charge. Thus it is usual for Hirers/attendees to “bring their own” alcohol to an event if so desired. If alcohol is to be sold as part of a Hall event then a Temporary Event Notice (TEN) will be required by the licensing authorities. For more information see the following Q19.
21.	What is a Temporary Event Notice (TEN) and how do I apply? The Licensing Act regulates the sale and supply of alcohol, the provision of regulated entertainment and the provision of hot refreshment late at night. If a Hirer wishes to include these activities in their event then a TEN will be required in order to comply with the Licensing Act. For more online information go to: www.milton-keynes.gov.uk/environmental-health/licensing/alcohol-entertainment-late-night-refreshment/temporary-event-notice Note: The Hall does not have a license to sell alcohol. If the Hirer or their Agent wishes to sell alcohol in the Hall during an event then a Temporary Event Notice (TEN) must be applied for by the Hirer. At least 10 clear working days’ notice must be given to the authorities who include Thames Valley Police. Details and all essential links are shown in the MKCC link given above.
22.	What happens if I have to cancel the booking at short notice? Cancellations from time to time are inevitable, but Hirers are requested to give the Booking Secretary as much notice as possible in order to avoid disappointing other Hirers who may wish to utilize the booking slot and, if very short notice, to avoid wasted unnecessary heating costs and attendance of a general cleaner following an event. If notice is not given in good time then the Hall reserves the right to retain some or all of any deposit to defray any unnecessary heating/cleaner attendance costs incurred.

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23.	Is car parking available at the hall? Car parking is available in front of the Village Hall for the use of Hall hirers/users. It can typically accommodate 20+ cars although without prior arrangement this may be restricted during weekdays when the area may be part occupied by other village visitors. The parking area is also part shared on an overflow basis by patrons of the adjoining Horseshoe Public House. It is therefore important that vehicles are not parked in such a way as to prevent other users' vehicles from leaving the Car Park. Where large numbers of vehicles may need to be parked then the Booking Secretary should be advised in order to restrict concessionary parking by other users. A warning board is also available to put out at the foot of the car park to let concessionary visitors know that parking is temporarily suspended.
24.	Is the hall warm enough in winter? During the winter and cooler seasons the Hall is normally pre-heated to 21°C up to an hour before an event is due to begin. Heating will switch off about an hour before the event ends. The temperature can be varied upon request for those events that are either more active, eg for dancing, or more passive, eg older folks seated. If necessary please discuss temperatures with the Booking Secretary. Windows are double glazed and walls are insulated. If the Hall becomes too hot then ceiling fans can be switched on using the control located nearby to the kitchen serving hatch.
25.	Can I hang up balloons, decorations, etc? Items such as posters, decorations, displays, etc., must not be fixed to walls and pillars in such a way that damage may be caused to the building interior or decor, eg by using Blu-tak, Sellotape, etc. One effective alternative way of suspending decorations is to tie string around the brick pillars where there is plenty of grip between brick courses. For more significant events decorations can be suspended from the overhead trusses, although personal safety and qualified assistance must be considered as ladder working is required to achieve this.
26.	Is there a first-aid box? A first-aid box is available in the smaller kitchen.
27.	Are there any fire extinguishers? Fire blankets and a chemical extinguisher are available in the kitchen. Additional fire extinguishers are located adjacent to the fire doors, in the entrance corridor, and on the stage.
28.	Who cleans up after an event? At the end of the hire period, the hirer is responsible for leaving the hall floor and other hired areas free of litter and other debris. If a Caretaker has to spend an unreasonable extra time cleaning these areas, then a reasonable sum may be charged or withheld from the deposit to cover the cost. The Hirer is responsible for leaving the cooker and any other kitchen equipment/utensils/crockery etc clean and dry after use. Detailed guidance for the disposal of rubbish and recycling is given in the separate Hire Agreement, but in general Hirers are asked to take all such material home for disposal.
29.	Where do I find the cleaning materials, bags, etc, to clean up? Cleaning materials can be found in the kitchen. Additional supplies and floor brooms etc can also be found in the lobby area to the left-hand side of the stage.
30.	Who is responsible for Health & Safety and Public Insurance to cover events held in the Hall? The Hirer is responsible at all times for considering the safety and well-being of all attendees at their event. Detailed Health & Safety precautions and T&Cs can be found in Section 4 of the Hire Agreement, available separately, and on the Lemon Hall Booking website. Hirers of the Hall for commercial events are required to provide their own cover against public liability risks for the period they have use of the Village Hall. A copy of the Public Liability Insurance Certificate must be returned with the Hire Agreement, otherwise the Hire Agreement may be null and void.