



# CLAYPOLE VILLAGE HALL

## Information for Hirers



Thank you for considering Claypole Village Hall for your event.

We host regular 'open house' sessions for people to view the hall and its facilities – check our Facebook page for dates. Alternatively, please contact us to arrange a time to view the Hall and we'll be happy to meet you.



Please read the following information before completing your booking.

### Hire Costs

#### MAIN HALL

Community/local bookings		Commercial rates	
Daytime (until 6pm)	Evening/Night (6pm+)	Daytime (until 6pm)	Evening/Night (6pm+)
£15/hr	£20/hr	£20/hr	£25/hr

#### COULBY ROOM

Community/local bookings		Commercial rate
£10/hr	£25 for 3 hrs	£15/hr

OUTSIDE SPACE £5/hr  
 Add-on: AUDIO VISUAL EQUIPMENT £50

We keep our hourly rates low and ask that hirers book the time they need for setting up & clearing away. Please make sure that the premises are not left unsecured at any time during your hire period.

We manage our bookings via the Hallmaster system – via the 'Online Booking' page on our website, you can view our calendar, check dates, set up an account and request a booking. We can then accept the booking and send an invoice. You can also make recurring bookings if you wish to host regular classes.

To secure your booking, a deposit of £100 is required. For bookings under £100, full payment is required. Balance payments are due 30 days before your event. Our preferred payment method is bank transfer. The details are:

Account name: Claypole Village Hall  
 Account number: 97199370  
 Sort code: 54-10-23

### Weddings & extended hires

We offer extended hire options for weddings – please see our 'Weddings at Claypole Village Hall' document for specific information on what is included, payment terms, security deposit, etc.

Wedding hire rates for 2026*	
3-day option	£2500
2-day option	£1800
Security deposit	£250

\* Rates for 2027 will be set in Autumn 2025 when the 2027 calendar will open up. Additional time can be added on if required at the standard hourly rate.

Please ask for a copy of our "Weddings at the Village Hall" document for lots more information. We limit the number of wedding bookings we take each year and currently have 1 remaining space for 2025.

## Security Deposits

A security deposit, payable 30 days before the booking, is required as follows:

- £50 for daytime bookings
- £250 for evening/wedding/extended hire bookings

We provide a checklist for hirers to use at the end of the booking to best protect the deposit. Security deposits will be refunded as swiftly as possible once the Hall has been checked after the hire.

In the event of a deduction from the deposit, where possible, we will give hirers the opportunity to return and rectify any issues, but this may not always be possible depending on the timing of the next booking.

**Please inform the VH team at the start of your hire if you notice any damage to the Hall or broken/dirty items.**

## Capacity

MAIN HALL		COULBY ROOM
Dancing/standing only	160	n/a
Seated in rows	130	20-25
Seated at tables	110	12-16 (depending on layout)

NB. Users with mobility issues or other disabilities should be counted as 2 people.

All exits must be kept clear of obstructions.

## Village Hall Facilities

We have a large paddock to the side of the Hall, which is suitable for marquees, bouncy castles etc. and there is an outside socket. There is also a small play area to the rear and ample parking. Please note that the play area is a community facility, so hirers don't have exclusive use.

In the Hall, there are 24 tables of various sizes (4 of 2.4m x 0.75m, 9 of 1.8m x 0.75m and 11 of 1.2m x 0.75m) and 98 upholstered chairs. We also have 40 additional folding metal chairs available on request.

**When re-stacking the chairs, please do not exceed 6 high. Tables should be safely stowed on the trolleys and trolleys are stored under the balcony.**

Use of the following items/contents is included in your hire: tables & chairs, all appliances, crockery, cutlery, glassware. The kitchen facilities include: 2 ovens, a hob, domestic fridge with small ice box, dishwasher a large catering fridge, catering urn, and kettle.

## Audio Visual Equipment

We have a 4.5m screen & high-quality projector, as well as a Blu-ray/DVD player, power amp, sound deck and speakers. This is available as an add-on to regular hires for £50 per booking.

## Premises Licence – alcohol and entertainment:

If you intend to serve or supply alcohol during your hire, please complete the **Alcohol Licensing Form**. There are three ways in which you can serve/supply alcohol at Claypole Village Hall:

1. Operate on our Premises Licence under the following conditions:  
Claypole Village Hall is licensed (Licensing Act 2003) by South Kesteven District Council for the supply of alcohol between the following hours: **Mon-Sat 19.00-00.00hrs / Sunday 12.00-22.30hrs.**  
With the consent of our Designated Premises Supervisor, you may supply alcohol providing that you adhere fully to the conditions of our licence, and the DPS may attend your event to perform checks.  
Download a copy of our licence here: <https://tinyurl.com/trw3xnc>
2. If you wish to operate an event outside of the conditions of Claypole Village Hall's Licence, you will need to apply for a Temporary Event Notice (TEN) from South Kesteven District Council. This is a quick and inexpensive process, although there are strict lead times for TENs to be issued.  
You can apply online here: <http://www.southkesteven.gov.uk/index.aspx?articleid=8515>
3. Hire a bar service and use a Personal License Holder to run the bar at your event. You will need to supply details of the Personal License Holder and a copy of their Temporary Event Notice, if operating outside the conditions of Claypole Village Hall's Licence. We can make recommendations for mobile bar services.

As the hirer, you are responsible for ensuring that you and your guests adhere to the terms of our licence or your TEN. Any incidents that occur in the Hall during a function, particularly where alcohol is being consumed, should be reported to a member of the Village Hall team within 24 hours.

## Cleaning

### END OF HIRE

Please leave the Hall and the outside spaces in a clean and tidy condition, ready for the next hirer/community group, and properly locked up (unless requested to do otherwise). A checklist will be provided for you to use at the end of the hire – this is the best way to protect your security deposit.

Cleaning equipment is available:

- in the kitchen by the door to the main hall
- a basic cleaning kit on the trolley & a Hoover in the Coulby Room

Our bins will have bin bags in them when you arrive. We recommend that you bring extra bin bags, if you think you will need them, as well as your own dishcloths and tea towels. As with most village halls, hirers are required to take their rubbish away with them at the end of the hire period.

**Please inform the VH team at the start of your hire if you notice any damaged/broken/dirty items.**

### REMOVAL OF RUBBISH

We encourage you to separate your waste into recycling/non-recycling and have provided several bins to allow you to do so. Please remove all rubbish at the end of your booking and take it away with you - if a member of the VH team has to remove bin bags, there will be a deduction from your security deposit

### CLEANING SERVICE

Our cleaner offers a post-hire clean, by separate arrangement, should you wish to organise it – this needs to be booked at least 4 weeks in advance to secure the date and to ensure that Sally has staff available.

Her contact details are: Sally Maggs 07957 908593, [jackali2324@gmail.com](mailto:jackali2324@gmail.com)

Hirers retain responsibility for emptying bins & removal of rubbish, stacking the chairs, ensuring outside spaces are clean & tidy and the safe lock up of the building/car park. Sally requests that hirers have already tidied and removed any contents/decorations in order that she & her team have a clear run at the cleaning tasks. Should the Hall require more cleaning than is achievable within the time you have booked with Sally, the extra charge will be taken from the security deposit. **Please note that hire charges apply for the duration of Sally's cleaning as the hall is unavailable for other hirers until it has been cleaned.**

## Catering & Entertainment

We have built up a bank of contacts for food & drink, wedding planning, bouncy castles, entertainment, and accommodation and are happy to make recommendations. We are also very fortunate to have The Side House Coffee Shop in a separate part of the Hall – they offer a “build your own buffet” menu and are happy to work with you on catering options tailored to your needs. You will find more information here: <http://www.thesidehouse.co.uk/>

## Access/Keys

We manage access by a key safe system. You will receive the code/combination on the day of your booking, at least one hour before your hire starts. Keys will be:

- in the lock box by the front entrance if you have hired the MAIN HALL
- in the lock box by the side entrance if you have hired the COULBY ROOM

If you need to load/unload into the main hall, we recommend using the patio doors, which can be opened from the inside. At the end of your booking, please ensure that all doors are locked, the keys are returned to the lock box and the code on the lock box is scrambled.

## Accessibility

The Village Hall has access ramps available for visitors with mobility issues. These are stored in the lobby to the Coulby Room/the lobby to the right of the stage and fit to the fire exit door in the same location.

## Decorating the Hall

There are hooks at the base of each beam which are great for hanging bunting, festoon lighting, etc. In our experience, very little sticks to the brickwork! We have 2 reversible/removable noticeboards in the main hall – you are welcome to flip them to use the blank side for your own decorations or you can take them down. Please place them back in the original position at the end of your hire. **Sellotape, blue tack, command hooks, drawing pins and nails are not allowed in any part of the hall as they damage the paintwork, and blue tack doesn't come off the brickwork. This will put your security deposit at risk.** Even if you gently use products which claim to cause no damage, they probably will - we've tried them all!

### **Smoking**

Claypole Village Hall operates a strict **NO SMOKING** policy throughout the building. **This includes the use of e-cigarettes.** There is a designated smoking area outside at the rear of the hall.

### **Noise**

Please be considerate of our neighbours and ensure that noise is kept to a minimum when guests are arriving at and leaving the Hall. We ask that, from 10:30pm, you and your guests remain inside the hall, with the doors closed, and that the hall is vacated by 1am.

### **Contacts**

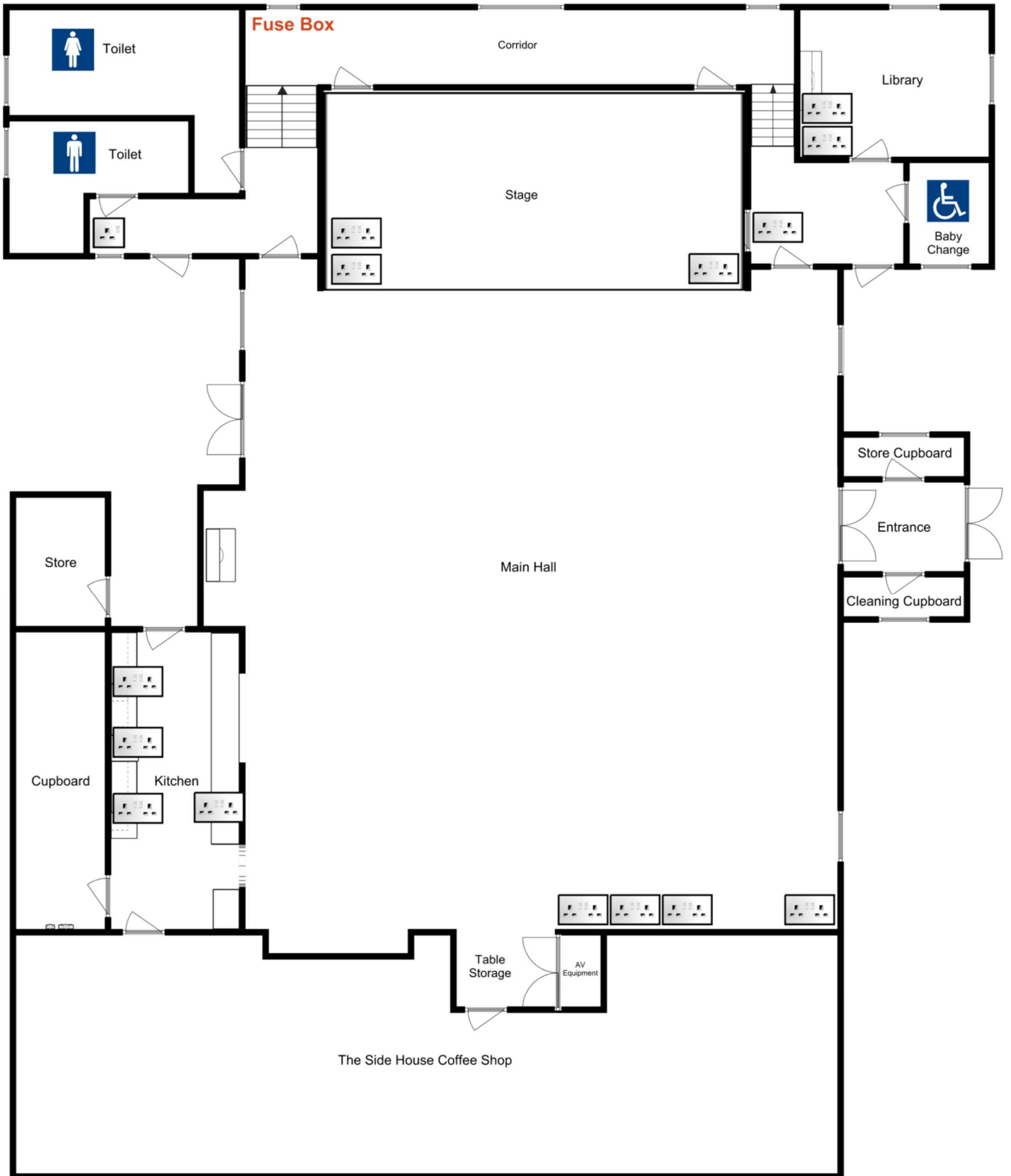
Village Hall mobile phone: 07399 075294

Email: [villagehallclaypole@gmail.com](mailto:villagehallclaypole@gmail.com)

Website: [www.claypolevillagehall.org](http://www.claypolevillagehall.org)

UPDATED JAN 2025

# Floor plan and electrical outlet locations





## **Fire Safety – Hirer’s Responsibilities**

**As the responsible person for the event/function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.**

### **Before the event or function, you should be aware of:**

- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what attendees should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises, and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them, and escape to a place of safety;
- arrangements for fighting fire;
- how the fire and rescue service, and any other necessary services, will be called;
- procedures for meeting the fire and rescue service on their arrival;
- limitation on numbers of people;
- exit doors which are required to be in the open position are secure; and
- checking that all escape routes are clear of obstructions and combustibles.

### **Before the event or function, you should decide:**

- the arrangements for fighting fire;
- the arrangements for means of escape for disabled persons;
- the duties and identity of staff who have specific responsibilities if there is a fire;
- the arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- who will meet the fire and rescue service on their arrival, and notifying them of any special risks, e.g., the location of highly flammable materials; and
- your plans to deal with people once they have left the premises, especially children.

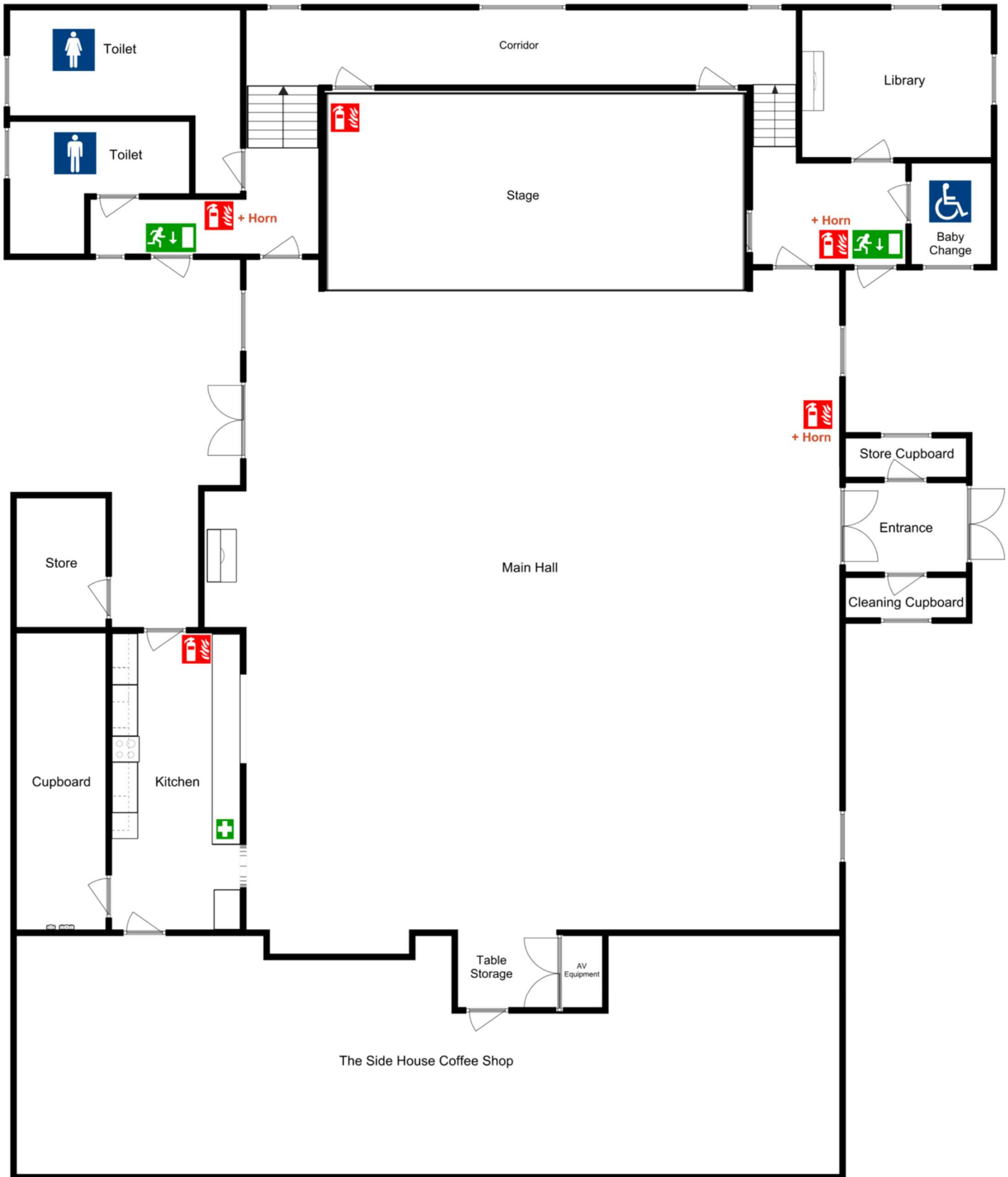
### **At the start of the event or function, you should notify all those present about:**

- the smoking policy;
- the emergency warning signal (**manual horns, located by both fire exits and front door**);
- location of exits and escape routes (**see attached plan**); and
- the location of the muster point (**rear of car park, along hedge line**).

### **During the event or function you should ensure that:**

- escape routes and exits do not become blocked;
- the smoking policy is adhered to;
- no naked flames are started (unless authorised e.g. candles);
- where naked flames are present that combustible material is kept clear;
- rooms do not become overcrowded;
- noise levels cannot drown out the fire horns; and
- if necessary, the number of persons in your premises is limited or controlled

# Emergency Exits and Equipment



**Fire Assembly Point: rear of car park, along hedge line**