

Hatley Village Hall

Public access statement

Hatley Village Hall is provided for the community of Hatley and is also available to hirers within the surrounding area. The Hall can be hired for private and commercial use and community events. The Hall is leased from Hatley Park Estate by Hatley Parish Council. Hatley Parish Council is responsible for all aspects of the Hall including hall bookings but excluding structural components or external areas. This Access Statement will be reviewed annually, or sooner if deemed necessary by the Chairman of Hatley Parish Council.

Access to the Hall

All lettings are made at the discretion of Hatley Parish Council and only on the receipt of a signed Booking Form and Hire Agreement by the Booking Clerk. The Village Hall is available for hire between the hours of 8.30 am and midnight every day of the week. The booking calendar is kept updated on the website www.hatley.info, where you will also find the booking form.

Arrival and car parking facilities

The Hall is located at 1 Main Street, Hatley St George, SG19 3HW. The Hall has a pedestrian and vehicle access which is flat and even. The open plan car park is located at the front of the hall, with approximately sixteen parking spaces available to Hall users.

Public areas – general

There are three large steps at the front entrance to the Hall, however ramp access is available on request to the rear of the hall. The rear access the hall is via a flat and even path on the left-hand side of building. Once inside the hall, access is level throughout. All areas of the Hall are non-smoking areas.

Public areas – toilets

There are separate ladies' and gent's toilet located at the front of the hall. Access is level throughout. Further improvements will be made to improve disabled access to the toilet facilities as soon as funding becomes available.

Public areas – kitchen and bar

There is a microwave oven, tea urn and kettle available for use in the kitchen. A small fridge and large drinks chiller are located in the bar area, but the fridge can be relocated with ease to the kitchen area, if required. The worktops in the kitchen and bar are at a height where wheelchair users may have some difficulties.

Issued by Hatley Parish Council

Clerk to the Council: Kim Wilde, 36 Fairfield, Gamlingay, Cambs, SG19 3LG
Tel: 01767 650596 Email: parishclerk@hatley.info Website: www.hatley.info

Hall hire restrictions

The capacity of the Hall must not be exceeded for health and safety reasons. The maximum seating capacity is 85 people. The maximum standing capacity is 120 – with minimal furniture in use. In the event of there being a public function, where there are less than 80 people one steward will be required and where there are 80 to 120 people, two stewards will be required. All stewards must familiarise themselves with the booking conditions. No person(s) under 21 years of age will be allowed to hire the Hall in his/her own right. If Hatley Parish Council decides to allow such a booking, then a responsible parent or guardian on behalf of the said person(s) must be in attendance at all times and must sign the Booking Form.

Hall hire costs

Payment is required in full for bookings made within one month (28 days) of your event.

All cheques to be made payable to Hatley Parish Council.

	Village residents	Others
Private individuals and groups / hour	£8.50	£11.00
Friday or Saturday evening, minimum charge	£55.00	
Fundraising events / hour	£5.00	
Funerals	No charge	
Commercial lettings		
First hour	£30.00	
Subsequent hours / hour	£15.00	

Supplementary charges

Hourly fuel charge (failure to turn off heating and lighting after use)	£3.00
Cleaning per hour (failure to clean to a satisfactory standard after use)	£8.50

Deposits

Deposits are payable at the time of booking.

For bookings made more than one month in advance, a booking deposit may be required, at the discretion of the Bookings Clerks. The balance to be paid one (1) month before the date of the booking. No advance booking will be considered firm until a deposit has been paid.

Booking deposit – 25% of the hire charge

At the time of booking a damage deposit will usually be required to cover any breakages, cleaning, additional charges or repairs to damage arising from the hire. This will be refunded in full after the event if none of the above occurs.

Damage deposit – £50.00

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Cancellations

Any damage deposit will be refunded in full if the event is cancelled by the hirer.

For lettings cancelled by the hirer more than 28 days prior to the event, all booking deposits and hire charges paid will be refunded.

For lettings cancelled within 28 days of the event, the following scale of cancellation charges payable will apply:

- Cancellation 15 to 28 days before the event – 10% of the hire charge.
- Cancellation 7 to 14 days before the event – 15% of the hire charge.
- Cancellation less than 7 days before the event – 25% of the hire charge.

Contact information

The Booking Clerk can be contacted by email to parishclerk@hatley.info or by telephone on 01767 650 596. Further information about the Hall, including photos, are available on the website www.hatley.info.



Margot Eagle
Chairman
Hatley Parish Council

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