

# **NAPTON VILLAGE HALL**



## **INFORMATION FOR HIRERS**

### **Part1**

## **THE VILLAGE HALL AND FACILITIES**

### **Napton Village Hall**

The Crescent

Napton on the Hill

Southam

Warwickshire

CV47 8LS

Website [www.naptonvillagehall.org.uk](http://www.naptonvillagehall.org.uk)

Facebook @naptonvillagehall

## Facility

Napton Village Hall (NVH) is a community owned facility offering rooms for hire. There is a Main Hall with a stage. The Jubilee Room, which is ideal for smaller functions, or as an ancillary room for Main Hall functions, is adjacent to the Kitchen. The Committee Room is ideal for smaller meetings, committee meetings or for individual or small group working and can be used as a single room or divided into two smaller rooms. There is a Conservatory to the rear of the Main Hall with access to a patio.

Features of the VH and equipment that may be used by hirers are explained further in this guide

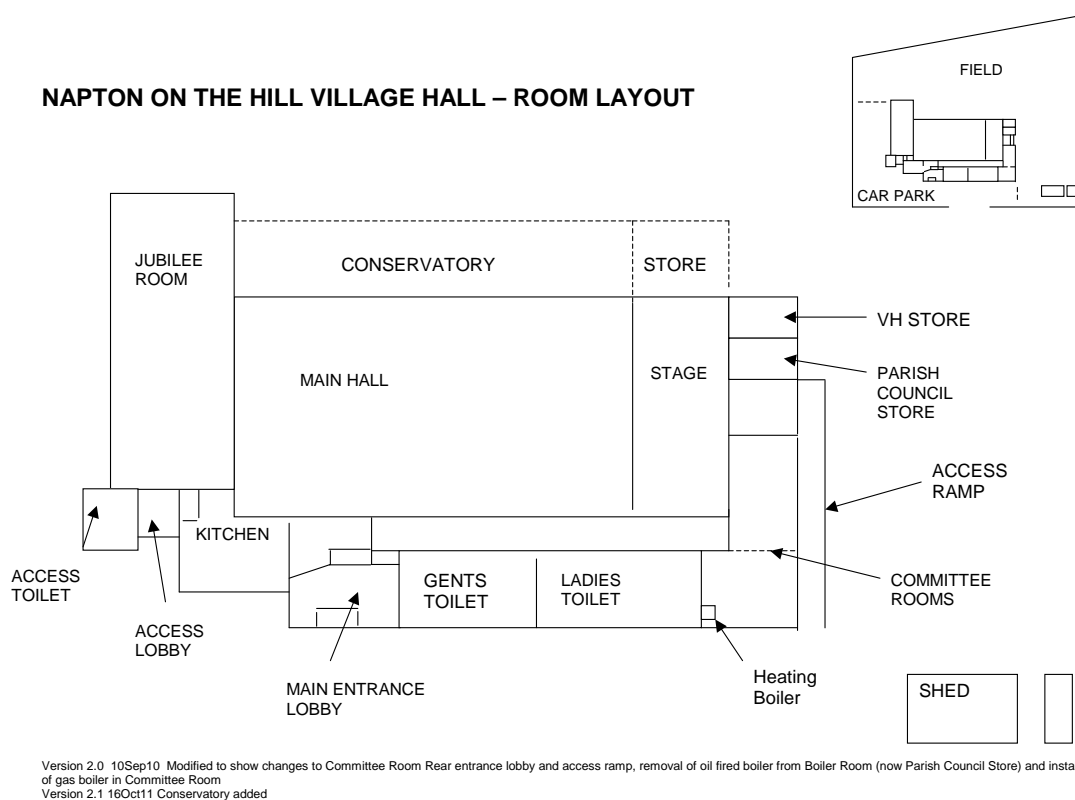
A document, "Village Hall Layouts", available on the NVH website, describes each room with detailed dimensions.

There is a car park to the front and side with two Pod-Point EV chargers, and a small field to the rear.

NVH is used by many organisations, groups and individuals and is available to all. The central location has proved to be popular with National Clubs and Societies. There is free WiFi and a PA system.

Typical of the functions or activities which have been held at NVH are

Weddings, Music Festivals, Pantomime, Fetes, Flower / Produce Shows, Art Shows, Dog and Cat Shows, Band Practice, Craft Fairs, Concerts, Furniture and Carpet Sales, Dances, Parties, Coffee Mornings, Lunch Club, Presentations, Clinics, Badminton, Pilates, Yoga, Quizzes, Private and Public Meetings and more .....



## Booking Napton Village Hall

### How to make a booking

If you go to our website [www.naptonvillagehall.org.uk](http://www.naptonvillagehall.org.uk) and scroll down you will see a booking calendar. This shows bookings and vacant dates. Even if a booking is shown on your preferred date it's worth contacting the booking secretary if you don't need the whole VH, as the booking listed may be only for one room. The booking secretary's contact details are shown below the calendar. It's best to phone or email to make a provisional booking, then confirm by submitting a booking form.

Below the calendar there is also a link to the Hire Charges and a link to Village Hall Layouts. Here you can see in more detail what spaces we have and how big or small they are. You can hire individual rooms or the whole VH and site depending on the size and nature of your event. If you want to hold a party we usually expect you to hire the whole VH as parties can be disturbing to other co-users.

***The Web Site also has a link to the Terms and Conditions for Hirers and we ask that you please read these as your booking will indicate your acceptance.***

If you need to be shown around NVH before you commit to a booking, or wish to visit in advance to plan your event, we are happy to help you.

### Your Event

Each month we review upcoming bookings and assign someone to be the contact for each hiring. You will be contacted before your event to confirm opening times and make arrangements for opening up. Usually we will meet you, open up, and, if required, show you where to find anything you need. If you have any questions or requirements your nominated contact will be pleased to help.

As we are a Community Facility we can not offer full service features. We will show you where to find everything but you will have to arrange chairs, tables etc. as you require and return them to their storage afterwards. Please clear away after your event and leave the VH as you find it. Brushes, Brooms Mops and Vacuum Cleaners are available for your use, but we do not provide rubbish bags.

There are bins outside next to the EV Charge Points. All recyclable dry waste, bottles and cans may be put in the Blue lidded bin and other waste in the Black lidded bin provided that there is room. If the bins are full please do not leave waste by them.

If you are decorating the Hall please do not use sticky tape to hang balloons, pictures etc. as this may damage paintwork on the walls. Instead please use blue tack or similar non-invasive product and clean the residue afterwards. There are a number of hooks on the walls which can be used to hang bunting.

There is a list of NVH contacts in the window of the Main Lobby should you need any advice or wish to report any incident.

## Access to Napton Village Hall

The main access routes are the Main Lobby or the Jubilee Room. The Main Lobby has steps down to the Main Hall and Kitchen, and steps up to the Toilets, Stage and Committee Rooms. There is a back door entrance to the rear lobby which gives access to the Committee Rooms and Stage. The Conservatory has doors opening on to the Patio and field but these can only be opened from inside.

There are Easy Access routes for those users of the VH who wish to avoid steps.

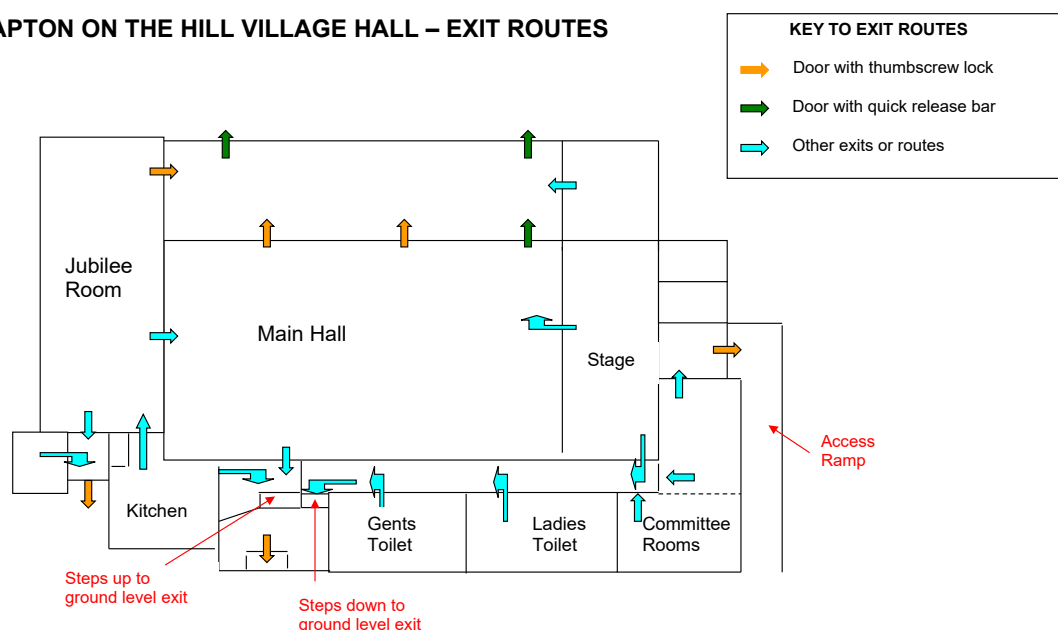
The main easy access route is the Jubilee Room Lobby. There is a door threshold but a ramp is available to allow access by wheelchairs or mobility aids. There is level access from the Jubilee Room to the Main Hall, Kitchen and Conservatory. Off the Jubilee Room Lobby there is a wheelchair accessible toilet which also has a drop-down baby changing table. There is also a slightly sloping, step free direct access to the Conservatory from the patio.

Direct step free access to the stage and Committee Rooms is available via a sloping ramp, wide enough for wheelchairs, to the rear lobby. This access may also be used for taking heavy equipment on and off the stage.

***When positioning the bar counter, tables, chairs or any other equipment, please be aware of the emergency exits, which must be kept clear, and respect the space required for entrance, exit and toilet access of anyone who may have special mobility requirements.***

The Car Park entrance is protected by a 2.1m (6'10") height barrier. Please let us know if you want us to unlock it. This is usually necessary for "Bouncy Castle" contractor's vans.

### NAPTON ON THE HILL VILLAGE HALL – EXIT ROUTES



Version 3.0 11Feb16 Modified to show changes to Jubilee Room Lobby access and Conservatory

## Weddings

In recent years there has been an increase in the number of hirings for wedding receptions, some of them from couples who had no connection with the village but who were impressed with our location and facilities. Most couples decorate the rooms to some extent but some have engaged specialists to “Dress” the Main Hall. Examples are shown in the photographs below.



If you wish to hire, for example, larger round tables, other features or equipment then you are free to do so. NVH does not have any associated or recommended contractors so you can engage any of your choice. Our only condition is that you do not make any permanent alterations or cause damage to the fabric or appearance of the building or site.

The kitchen is not intended to be suitable for catering on a large scale so most couples have employed caterers who usually bring their own equipment but are free to use ours if they wish.

Some events have involved the erection of a marquee in the field and additional gazebos. If you wish to have a marquee please let us know so that we can allow the contractor access to the field

If you are having a barbeque, ox roast or similar catering, then we insist on that being outside.

We discourage Fireworks as we have received complaints in the past from village residents some distance away from our site.



If you are interested in holding your wedding reception at NVH we are happy to discuss your requirements in advance with yourself and / or your contractors.

## Heating

The Main Hall, Committee Rooms and Toilets are heated from a gas fired boiler in the Committee Rooms. This boiler also supplies hot water to the Committee Room Sink and Toilet Wash Basins

The Jubilee Room and Accessible Toilet are heated from a gas fired boiler in the Accessible Toilet. This boiler also supplies hot water to the kitchen, toilet and Jubilee Room Sink.

The heating in the Main Hall and Jubilee Room is remotely managed according to the times of bookings. Please do not alter the thermostats or boiler settings as this may compromise the management of the systems and affect the comfort of subsequent users. There are supplementary electric radiant heaters in the Jubilee Room and Main Lobby.

## Cleaning

We employ a Cleaner part time to keep NVH in the condition that you would expect to find it but we expect all hirers to clear up and leave the hall in a clean and tidy state after their event. There are litter bins in the Kitchen, Jubilee Room, Committee Room and Toilets.

### Brooms

Stored in the tall cupboard in the kitchen

### Small Brushes

### Large Broom

Stored on the stage to the right above the louvred cupboard by the switch boards

### Vacuum Cleaners

There are three Henry vacuum cleaners. Two are stored in the louvred cupboard to the right of the stage. The third is stored in the cupboard under the sink in the Jubilee Room

### Mop and Bucket

Stored in the Accessible Toilet in the Jubilee Room Lobby.

## Lighting

The switches for the Main Hall lights are by the entrance door from the main lobby. Additionally there are dimmable lights on the wall for subdued lighting if desired. These are controlled by Rheostats on the stage labelled red and green. (Left and Centre in Picture)



The majority of lights in the Jubilee Room are controlled by a switch adjacent to the kitchen door, but the lights at the field end of the room are independently switched in the corner by the Conservatory doors. Additionally or alternatively there is subdued lighting from wall lights controlled by a switch by the Kitchen door.



The stage lights are controlled by a switch next to the entrance door. For performances the red and white lights, behind the curtains, may be used. The white lights are dimmable by Rheostat (Right in picture).

The two spotlights are controlled from the two switches top left near the curtain rope.

## **Public Address System**

### **Technical**

Yamaha CBR12 Speakers  
Yamaha EMX-2 Mixer / Amplifier  
Wireless Microphone – hand held or stand  
Clip-on Wireless Microphone  
Cable Microphone – hand held or stand  
Table Top Microphone Stand  
Adjustable Height Microphone Stand

Each wireless microphone is battery powered and transmits to a receiver which is plugged in to the amplifier. Battery life is approximately 10 hours. The conventional microphone has a 10 metre cable which plugs directly into the amplifier.

The amplifier will also accept inputs from portable devices, such as music from a 'phone or tablet, from a guitar amplifier, from foot pedals etc. Detailed user notes are available in the cupboard..

### **Use of System**

All hirers may use the system subject to receiving instruction on its operation.  
The amplifier and receivers are permanently housed in a locked cabinet on stage, where the microphones and accessories are also stored in labelled boxes  
If you wish to use the system please ask in good time so that we can arrange for access and instruction.

### **WiFi**

WiFi is available for use by all hirers. System access information is displayed in the Main Entrance Lobby

## **Projector and Screens**

There are two fixed projector screens available, one on the side wall of the Main Hall and one in the Jubilee Room, above the rear window. There is also a larger portable screen stored in the Conservatory \store

We have a Projector available that you can borrow by prior arrangement but you are free to bring your own.

There is also a Projector stand available, stored in the Conservatory Store

## **The Stage**

The permanent stage is approximately one metre high and is suitable for individual presentations and small groups, but for larger groups such as bands or choirs the stage may be extended. The support and decks for the extension are stored under the permanent stage. The decks require two people to lift and manoeuvre into position and a third person to assist. Please let us know if you wish to use the full stage. We do not extend the stage for you but can advise and supervise you. The steps are moveable but heavy so please take care when positioning them.

The curtains are manually drawn by a rope adjacent to the lighting controls.

There is a row of alternate red and white lights across the stage behind the curtain and two small spotlights. Please see lighting section for more details.

## Bars and Bar Equipment

NVH is licenced for Music and Dancing but hirers who wish to sell alcohol are required, by law, to obtain a Temporary Events Notice (TEN) from Stratford District Council. This is the responsibility of the organiser, and whilst NVH can advise on the process we can not obtain a TEN on your behalf.

If drinks are provided free of charge a TEN is not required but events which charge for entry which includes, for example, a “free” glass of wine are not exempt and require a TEN.

Please advise NVH if you are applying for a TEN as we need to be aware.

Item Description	Quantity	
<b>Bar Counter</b>	1	The bar is stored in the Conservatory Store and is wheeled to allow ease of movement. Please advise if you require use of the bar. Please take care when moving the bar especially over door thresholds to avoid damage to the wheels. When planning the location of the bar please do not block emergency exits and respect access routes for people with restricted mobility who may not be able to use the main lobby entrance
<b>Pint Glasses</b>	xx	All glasses for bar use are stored in boxes on racking in the Conservatory Store. Please advise if you require use of these glasses so we can ensure access. After use please wash and repack glasses in their boxes.
<b>Half pint Glasses</b>	xx	
<b>Wine Glasses</b>	xx	
<b>Champagne Flutes</b>	xx	

## Steps and Ladders

A selection of steps and ladders are stored in the Shed and are available on request. They are to be used only by persons familiar with working at heights. Please do not use steps or ladders if you are unsure of how to use them safely. Please report any issues or damage as we can not check them after every use.

Please ensure that steps or ladders are securely positioned and always ensure that you have an assistant to steady them and prevent them from slipping. It is the hirer’s and user’s responsibility to ensure that steps and ladders are used safely. The NVH Management and Trustees can not be held responsible for any damage or injury resulting from their use.

## Access to Storage Under Stage

Please take care when removing or replacing items stored under the stage. There is restricted head room, the boxes containing the fold-up chairs are wheeled but heavy and the tables are tightly packed. Please ensure that the removable front panels are securely fixed in position after replacement.