

## PARISH HALL INFORMATION



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### FACILITIES AND CAPACITY

Large hall with a capacity of 100 standing and 72 seated, small committee/meeting room, kitchen with serving hatch to small room, range cooker (electric oven and calor gas hob) refrigerator with small freezer compartment, microwave, water boiler and electric kettle. All kitchen crockery and utensils, apart from pans, available for use during hire.

12 x rectangular tables (able to seat six people)

9 x card tables

72 chairs

Portable stage

Free wi fi

### REGULAR USERS

Pilates Monday 7.30pm to 8.30pm, Tuesday 9.15am to 10.15 am

Fancy Feet Dancing Monday 4pm to 7pm

Karate Wednesday 6pm to 7pm

Youth Group:- Friday 1815 to 1930 during term time

Drop in coffee morning first Wednesday of month 10am to 12pm

Parish Council monthly, 3<sup>rd</sup> Wednesday from 7.30pm, except August and December

Parish Hall committee monthly, 2<sup>nd</sup> Wednesday from 7.15pm

CONTACT DETAILS FOR HIRE CHARGES AND CONDITIONS

Email address:- [eastallvillhall@outlook.com](mailto:eastallvillhall@outlook.com) for more information.

For bookings contact:- Mrs. V Stevens 01548 521443



### BANK DETAILS FOR BACS PAYMENT

Account name and type:- East Allington Parish Hall, Business

Account number:- 00344877

Sort code:- 20-60-88

Bank:- Barclays

To visit our facebook page search for East Allington Parish Hall to check out new events.

### CONDITIONS OF HIRE

The hirer will:

1. Ensure all fire exits are clear, know what action to take in an emergency and where the assembly point is.
2. Take a head count of people in the hall in case of emergency.
3. Ensure no naked flames are allowed i.e. candles, as this contravenes insurance.
4. Use the hooks provided throughout the hall for hanging decorations no blue tac, sellotape or glue to be used.
5. Not attempt to adjust radiators.
6. Ensure under 18s are supervised by an adult at all times.
7. Turn off lights and kitchen electrical equipment before leaving.
8. Leave hall clean and tidy ensuring all furniture is put away.
9. Pay for any broken furniture, crockery and equipment.
10. Pay for any damage to the fabric of the hall.
11. Remove all waste.

If any of the conditions of hire are contravened in any way which results in the hall management committee having to hire cleaners, etc. the charge will be passed on to the hirer.

SCALE OF CHARGES FOR HIRING HALL AND FACILITIES

MINIMUM HIRE IS ONE HOUR

Charges

Main Hall, Function Room and Kitchen	£12 per hour
Regulars Users	£30 per 3 hour session
All Day Community Function (all rooms)	£100 (8am to 11.30pm -10.30pm on Sunday)
Evening Community Function (all rooms)	£50 (6pm to 11.30pm – 10.30pm Sunday)
Childrens Party (all rooms)	£35 (8am to 12 noon or 12 noon to 5.30pm)
With Bouncy Castle (not provided)	£45
Commercial Rate	By Negotiation

Set-up and breakdown charges – all hirings will be expected to clear Parish hall by the allotted time. Similarly access to set-up begins at allotted time. Where there is no hiring immediately before or after a hiring then some latitude could be given for set-up and clearing.

**Should any hirers fail to vacate the hall by their allotted time then any excess time will be charged at the hourly rate.**

**In the event of a provisional booking preventing another hiring, the hire charge will be payable as if the hall had been used.**

The Parish hall is licensed for Public Entertainment during the following hours:

Monday to Friday	8am to 12 midnight
Saturday	8am to 11.45pm
Sunday	8am to 10.30pm

All bookings to Mrs V Stevens. Tel no 01548 521443