CLAVERTON DOWN COMMUNITY HALL

Charity Commission Registration Number 304478

General Information about the Hall

Claverton Down Community Hall is run by a group of unpaid volunteers who act as trustees of the hall. We receive no funding other than from bookings.
Address: - Claverton Down Community Hall, Claverton Down Rd, Bath BA2 6DT

The Premises
Claverton Down Community Hall is let as one complete entity. The building comprises the hall, stage, kitchen (not licensed for food preparation), a store room for chairs/tables and toilets (men's, women's and an accessible toilet). There is a ramped entrance.
The hirer has sole use of the hall, kitchen, toilets and grounds. There may occasionally be a few other cars parked in the car park.

Booking times
Claverton Down Community Hall offers three booking sessions per day.
Morning: - 09:00 - 13:00
Afternoon: - 14:00 - 18:00
Evening: - 19:00 - 23:00 (23:30 on Saturdays)

If 2 or more consecutive sessions on the same day are booked, the hour between those sessions is included in the booking period. E.g. If a hirer books the morning and afternoon session on the same day, the booking period is from 09:00 - 18:00.
N.B. The hall cannot be booked by the hour.

Parking
There are 27 parking spaces two of them for blue badge holders.
All vehicles parked on the Hall premises are left at the owner's risk. The Hall will accept no responsibility for loss from or damage to vehicles, however caused.

Outside space
The hall is set back away from the road in its own grounds. The main lawned area is approximately 19m wide by 37m long.

Size of the hall
<u>The Main Hall</u>
This is 14.37m long by 7.33m wide (47'2"by 27'6")
The height at the sides is 3.2m (10'6") and the middle section is 3.8m (12'5")
<u>The Stage</u>
This is 4.08m depth by 8.94m wide by 4.84m high at highest point
(13'4" by 29'4" by 15'10"). The stage is 70cm (2'4") above the floor of the hall. There are 5 steps.
N.B. The stage and the room behind contain a number of stored items which should not be moved.

Contents of hall
<u>Chairs and tables</u>
These are in the room opposite the Kitchen and in the room behind the stage.
There are around 130 chairs and 17 large go-pak style folding tables, 182cm x 77cm, that seat 8 people.
There are 6 smaller tables 91cm x 61cm. These are slightly lower.
If the hall is set up for dining it can seat up to around 100 people.

Kitchen

Our kitchen is not licensed for food preparation but there is a 4 ring hob, an oven and a microwave for heating food.
There is a boiling water heater which heats15 litres of water for hot drinks in around 15 minutes. We also have 2 kettles. There are three large jugs and three large teapots.
There are about 30 mugs, 20 cups & saucers and 60 tea plates.
There are teaspoons and a small collection of other cutlery.
There is no fridge, freezer or dishwasher.
There is a sink with a drainer, two draining racks and a washing up bowl. We provide washing up liquid and dishcloths but not tea towels for hygiene reasons.
There is a paper towel dispenser.

Entertainment

We do not have our own PA system, but hirers can bring their own music and loud speaker. We ask that sound levels are kept low enough not to disturb our neighbours and no loud speakers are allowed outside or near open doors or windows.

Wi-Fi

There is currently no Wi-Fi at the hall.

Entry to the Hall

Entry is keyless via a push button door lock. The 4 digit code will be provided when your booking is confirmed (see 'Booking Procedure'). You will see a blue light and hear a peep. Turn the handle clockwise and pull open the door. On the inside of the door there is a holdback button. Turn the interior handle anticlockwise and move the button across. The door must remain unlocked during your booking as it is an emergency exit.

Maximum number

The maximum number of people allowed in the hall and grounds is 150.

Age Restrictions

The hirer must be aged 25 years or older. Unfortunately, parties for teenagers are not allowed due to past problems.

Heating/Air conditioning

The hall is heated by air source heat pumps. The temperature is monitored and the temperature set accordingly. The temperature cannot be altered by hirers.
In the rare occurrence of the hall feeling too cold there is a coin meter in the broom cupboard outside the women's' toilet which accepts £2 and £1 coins. This will make the panel radiators in the hall come on and supply extra heat. Please don't touch the controls as they are left ready for use.
Air-conditioning will be activated during periods of excessive heat.

Emergency exits

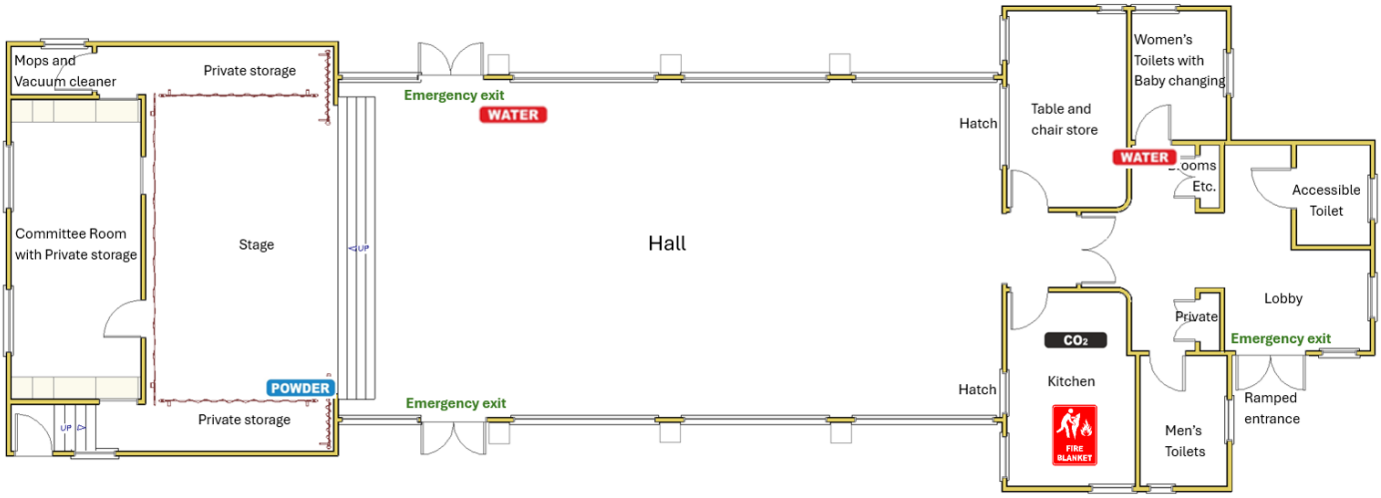
As well as the main entrance, there are two other emergency exits, one either side of the main hall towards the stage.

Insurance.

The Hall's insurance does not cover any property that hirers, their agents, their clients, or their guests may bring to or leave on the Hall premises. Hirers should be prepared to take out their own insurance if they deem it necessary.

Fire extinguishers (see diagram below)
These are as follows: -

- In the foyer outside the women's toilets – General purpose water extinguisher
- In the main hall on the right hand side near the emergency exit - General purpose water extinguisher
- On the left side of the stage by the front curtains - Dry extinguisher for electrical fires
- In the kitchen - Fire blanket and CO_2 extinguisher.



These have all been approved by the Fire Authority and are checked annually by an Independent Fire Consultant.
The Fire Assembly Point is at the rear of the car park.

Bouncy castles
Bouncy castles and soft play items are allowed inside and outside the hall. However, we do not allow wheeled items inside the hall. See comment above on insurance.

Cleaning equipment
Brooms and a dustpan and brush are kept in the cupboard outside the women's toilet.
A vacuum cleaner and mops can be found in the small room at the back of the stage on the right.
More details can be found on the 'End of Hire Checklist' on the website or in the kitchen at the hall.