

FOR YOUR SAFETY

DURING YOUR HIRE - Please familiarise yourself with the venue, the location of emergency exits, and the Health & Safety manual kept in the foyer.

ACCIDENTS – All accidents must be recorded. Details can be found in the H&S manual. Complete the accident form and report the incident to the secretary as soon as possible. In the event of a serious accident follow the RIDDOR procedure set out in the H&S manual.

‘Low risk’ first aid boxes are located in each hall and the foyer.

Do not overload sockets and avoid trip hazards such as trailing wires.

Use the provided trolleys to move chairs and do not over-stack. Do not stand on chairs to reach heights.

KITCHEN USE- Use appliances correctly and ensure they are left clean and empty.

Children are not permitted in the kitchen except under close supervision.

TELEPHONE - There is no phone in the building. It is recommended that you bring your own, charged, mobile phone.

WI-FI – Guest password : Lush1ingt0n

RISK ASSESSMENT - Risk Assessment forms and records can be found in the H&S manual, located in the first aid cupboard in the kitchen/lobby.

SAFEGUARDING – Cobham Village Hall is committed to the safeguarding of children and vulnerable adults. DBS checks policy must be adhered to, if required.

BEFORE YOUR EVENT

ACCESS – will be arranged with the secretary when you make your booking.

CONSUMPTION OF ALCOHOL - If alcohol is being sold you must apply to Elmbridge Borough Council for a Temporary Event Notice (TEN) and advise the secretary that you have made an application.

AFTER YOUR EVENT

You are responsible for leaving the premises and surrounding area in a clean and tidy condition. We ask that you leave the premises as you would wish to find them.

Please dispose of all rubbish, either in the outside bins (you will find a general waste bin, a recycling bin and a glass bin at the far end of the building) or take home.

Please ensure the hall/s and kitchen area (if used) are left clean. Please wipe all table tops before stacking back in the correct cupboards, sweep and mop floors, wipe down kitchen work surfaces, clean cooker hob and oven, wash up and put away crockery/cutlery (the main kitchen does have a dishwasher).

Brooms, dustpan and brush, mops, cleaning cloths, surface cleaners and washing up liquid are provided. Please bring bin bags and tea towels.

Please ensure that any items temporarily moved from their usual positions are correctly replaced. Please leave chairs stacked and remove any decorations (these should be hung from the hooks provided or using bluetac)

WHEN YOU LEAVE

Unless it has been otherwise agreed, please leave the hall properly locked and secure. All internal doors should be closed.

Please check that all electrical appliances are turned off and unplugged where appropriate, including the cookers.

Ensure all lights (other than those required for security purposes) are turned off.

Please consider our neighbours and vacate the hall and carpark as quietly as possible.

FIRE SAFETY - Locate the fire exits, fire alarm points, extinguishers and assembly points. Keep fire exits clear and unlocked. Nominate a person to be in charge to ensure everyone is evacuated in an emergency.

Smoking is strictly forbidden anywhere inside the hall.

Naked flames and fireworks are not permitted. *‘Naked flames’ does not include candles used as part of a celebration e.g. birthday candles on a cake.*

In the case of fire call 999, clear the hall and do not return until permission has been given by the fire service.

EMERGENCY EXIT PLAN



WELCOME TO COBHAM VILLAGE HALL

As well as hosting the 'outstanding' Little Angels Nursery, we currently hire the halls for many sporting activities for children and adults; adult and children's dance classes; a variety of fitness and wellness classes; dog training; card making; bridge club; several local society meetings including Cobham Heritage and Cobham Residents; Cobham Players productions and many more varied and interesting events. Please see our notice board and website for more information on the clubs and societies that use our building.

Please see below for our current rates:

	Standard/Commercial Rate				CHILDREN'S PARTIES 4 Hours (Before 6.00pm)
	DAY RATE	Saturday	EVENING RATE		
	Sunday - Friday DAY 8.00am - 6.00pm	DAY 8.00am - 6.00pm	Sunday - Thursday EVENING 6.00pm - 11.30pm	Friday - Saturday EVENING 6.00pm - 11.30pm	
	Standard per hour	Standard per hour	Standard per hour	Standard per hour	
MAIN HALL	£21.00	£25.00	£25.00	£30.75	£75.00
TAYLOR HALL	£15.50	£21.00	£21.00	£28.00	£65.00
SMALL HALL	£13.50	£16.50	£16.50	£20.50	£55.00
COMMITTEE ROOM	£12.00	£12.00	£12.00	£12.00	N/A

Community events and charities may qualify for our charity rate. Please check with the secretary to see if you are eligible.

As our hall is in a residential area, events must finish by 11.30pm and the hall vacated by midnight. In consideration of our neighbours, all doors and windows must be kept closed after 10pm and music turned off at 11pm.

Your venue in the heart of the community



MAIN HALL

Our Main Hall has a full-size professional stage with new overhead lighting and PA system. The capacity is 310 standing and 155 seated (not including the stage). A serving bar gives access to the refurbished, catering standard, kitchen, which can be closed off with a newly installed electric hatch. This hall also has access to changing rooms and additional toilets.

TAYLOR HALL

This popular self-contained hall, with its own kitchen and toilets, and a capacity of 160 standing or 80 seated also has access to the secure garden area, making it perfect for children's parties or other outdoor events and fundraising activities. This hall also boasts a sports floor, making it ideal for dance and fitness classes.

SMALL HALL

Our Small Hall is adjacent to the Main Hall and can be accessed directly to the Main Hall if both halls are hired. It has access to the refurbished main kitchen, which can be closed off by an electric hatch, and the connecting door to the Main Hall can be locked for security. With a capacity for 90 standing and 45 seated this hall is ideal for small clubs and children's parties; or larger events, such as weddings, if used in conjunction with the Main Hall.

COMMITTEE ROOM

An upstairs, carpeted meeting room with capacity 68 standing and 34 seated. This room has a small kitchenette with refreshment facilities, tables and comfortable stackable chairs.

COBHAM VILLAGE HALL



HIRER INFORMATION SHEET

With three halls, an upstairs meeting room, catering standard kitchen, full size professional stage and wi-fi throughout the building, Cobham Village Hall is the ideal venue for parties, classes, meetings, theatre production, wedding receptions, and many more activities.

For further information about booking please call the secretary, on 01932 867870 or visit our website for availability and hire charges – www.cobhamvillagehall.com

Your venue at the heart of the community