

LITTLE CHALFONT VILLAGE HALL
COKES LANE, LITTLE CHALFONT

Little Chalfont Village Hall is a single storey building with its own small car park adjacent to the municipal car park and within walking distance of the Chalfont and Latimer Metropolitan Line Station.

| Hall Capacity | Permitted Maximum |
|----------------------------|--------------------------|
| No furniture | 160 |
| Set with tables and chairs | 80* |
| Close seated with no stage | 80* |
| Close seated with stage | 80 |

** Please advise the Parish Council at the time of booking if more than 75 chairs are required. To allow reasonable circulation we recommend this number be no more than 90, but a maximum of 112 is permitted.*

Chairs - There are 80 stacking chairs.

Tables - There are 15 tables 6 feet long by 2 foot 3 inches wide and 10 tables 3 feet long by 2 foot 3 inches wide.

Kitchen - A catering sized gas cooker and a refrigerator are provided together with a selection of kettles, teapots and a 25 litre electric catering boiler.

Catering - The hall is offered on a services only basis leaving the hirer free to engage the most suitable caterer. We encourage the chosen caterer to inspect the facilities prior to setting up the event. The Parish Council does not provide tableware.

Toilets - There are 2 ladies and 2 gentlemen's toilets and a toilet for the disabled. All are situated at ground floor level.

Stage - A multi-purpose stage is provided. This is in 6 sections each 8 feet by 4 feet units gives a maximum size of 16 feet by 12 feet. There is an additional charge for use of the stage to cover assembly costs.

Music and Dancing - The hall is licensed for entertainment, music and dancing.

Occasional Licence for the provision of alcoholic beverages – The hall has no licence for the supply of alcohol. If alcohol is to be supplied, appropriate licences **must** be obtained by the hirer before commencement of the hiring.

Hirer's Liability Insurance - Cover is included in the hiring fee under the terms of the Parish Council's insurance policy with Zurich Municipal. The excess of £250 in respect of any claim for damage to the premises or contents caused other than by fire or explosion (Sec. 3.9) or any damage up to £250 is the responsibility of the hirer and must be paid to the Council on demand.

Janet Mason
Clerk to the Council
April 2008