

LAWTON MEMORIAL HALL

Liverpool Road West, Church Lawton, Stoke-on-Trent, ST7 3DA



GUIDANCE AND ADVICE TO HIRERS

Mobile: 07432 739 313

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**Bar services provided by
Kev's Catering 07798 617076**

For your Sat.Nav.the post code for the Hall is ST7 3BG

IMPORTANT Covid 19 Information for hirers

- Anyone who is showing signs of Covid 19 should not be allowed into the hall.
- All hirers are responsible for having a list of visitors to the hall for Track and Trace as per government guidelines.
- Anyone who develops signs of Covid 19 whilst at the hall should be isolated in the front office at the hall.
- All hirers are responsible for cleaning the touch points and checking the toilets in the hall on a regular basis.

HIRING CHARGES

The following charges are applicable from
April 2021 – March 2022

Hire of Hall including kitchen and use of facilities:

Hourly and Charity rates are available on request

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| Children's Party Special (3 hours) | £90.00 |
| Including set up / tidy down (4 hours) | £115.00 |

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|--------------------------------------|---------|
| Evening after 6 pm until 12 midnight | £345.00 |
| 4 pm until 12 midnight | £370.00 |

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| 14 hrs continuous 10 am – 12 pm | £500.00 |
| 14 hrs with additional 2 hrs setting up the night before | £525.00 |

All prices are inclusive of kitchen and use of facilities, bar and Music license where required

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|----------------------|-----------------|
| Meeting Room | £20.00 per hour |
| Use of Cutlery | £15.00 |
| Hire of Linen Cloths | £6.75 each |

£150.00 deposit secures your booking and is refundable following a satisfactory Caretaker inspection. Balance is payable 2 weeks prior to your event

Cheques made payable to 'Lawton Memorial Hall'.
Alternatively pay by BACS
(Account No. 90888214 Sort Code 20-24-09)

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To be read in conjunction with 'Terms and Conditions of Hire'

Purpose:

To provide information and help to potential hirers to understand and complete the Application for Hiring Form.

Introduction:

Lawton Memorial Hall was constructed in 2000 to modern standards and is suitable for a wide range of purposes. It is an important facility for the local community and is used for luncheon clubs for the aged and infirm and by local organizations, such as indoor bowling and dancing groups. Its facilities and pleasant rural location make it ideal for wedding receptions and other special family or group social occasions.

The Facilities:

Main Hall: Accommodating a maximum of 150 people depending on the nature of the function. It has circular tables with polished tops seating 6-10 people and upholstered banqueting chairs and trestle tables for a top table and/or buffet. A public address system with loop induction for the hard of hearing is installed. There are adequate electrical sockets for trade fairs or similar.

Kitchen: Fully equipped with double oven, 6-ring hob, double heated cupboard, twin refrigerators, water boiler, large sinks and separate hand wash bowl. There are adequate stainless-steel preparation surfaces including a large central table. A serving hatch opens onto the Main Hall.

In the event of a fire this must be closed before you leave the building

Licensed Bar: A fully equipped bar opening on to the Main Hall is operated on behalf of the Trust by a licensee, who has the sole right to provide drinks for sale. See also Terms and Conditions of Hire regarding this matter.

Office/Meeting Room: Ideal for small groups/committees seating 14 with a round table and comfortable chairs.

Entrance Lobby: With male, female and disabled toilets with baby changing facilities.

Car Parking: For approximately 35 cars.

Lawton Memorial Hall now has a SMOKE & VAPE FREE policy and for the health and comfort of everyone, we respectfully request that you and your guests DO NOT SMOKE OR VAPE in the building.

The Fire Risk Assessment and Accident book can be found in the kitchen cupboard along with the First Aid Kit should you need it.

FIRE SAFETY: Please take any necessary precautions at all times

Provision of Food: Hirers wishing to provide food can choose to do their own catering or employ outside caterers. Please refer to our catering and finishing touches lists or list of suppliers on our website for further information. Although the use of the kitchen and crockery is included in the hiring charge, **cutlery is subject to a charge of £15.00**. There is enough crockery available for 150 people for a four-course meal.

Hirers will need to provide their own cooking utensils.

Licensed Bar: The Trust has a supplier of licensed bar services, who has exclusive rights to supply all alcoholic drinks (excisable goods) for sale and consumption in the hall. Hirers may only supply such goods with prior agreement if the appointed supplier, except for drinks supplied free to guests, when a corkage charge may be payable at the licensee's discretion. Please contact [Kev's Catering 07798 617076](tel:07798617076) to let them know of any special requirements you may have. Upon booking, your contact details will be passed to our bar provider where necessary.

The Hall's Entertainments License effectively means that licensed bars must close at 11.30 pm.

Entertainment: Hirers may wish to provide music for dancing. They may choose to do this themselves or employ a disco, group or similar. The provision of music is controlled by law and the Entertainments License for the hall.

This means that music and dancing must cease at midnight.

ALL DISCO EQUIPMENT MUST BE PAT TESTED AND HAVE A CERTIFICATE TO SHOW THIS

In the interests of good relationships with nearby properties, noise from music or high spirits must be kept to reasonable levels and generally contained within the building.

Damage: The hirer's responsibilities for damage is covered in the 'Conditions of Hire'. Hirers are asked, therefore, in your own and others interest to take such steps as are necessary to avoid unnecessary damage.