

Stockton Village Hall



STOCKTON VILLAGE HALL - INFORMATION PACK

For Hirers and Users of the Hall

Address: Stockton Village Hall Napton Road Stockton Warwickshire CV47 8JU

What3Words: ///pairings.weeds.cheeks

Booking Officer: Helen Kittendorf

Contact details: 07902 775078 / helenkittendorf@hotmail.co.uk

1. Introduction

Stockton Village Hall is a community-run facility available for private events, classes, meetings, and community activities. This information pack provides everything hirers need to use the hall safely, responsibly, and confidently

2. About Stockton Village Hall

- Located in the heart of Stockton village
- Managed by the Village Hall Committee
- Available for hire by individuals, groups, and organisations
- Suitable for parties, classes, meetings, performances, and community events

3. Facilities

Main Hall

- Capacity: up to 90 people
- Suitable for a wide range of events
- Tables and chairs available
- Stage area

Stockton Village Hall

Kitchen

- Oven and hob
- Fridge
- Microwave
- Kettle / urn
- Crockery and utensils

Audio-Visual Equipment

- Projector
- Screen
- Speakers
- Microphone

Accessibility

- Accessible entrance
- Accessible toilet

Furniture

- Tables and chairs

Toilets

- Standard toilet
- Accessible toilet
- Baby-changing facilities

Parking

- On-site parking

Wi-Fi

- Available (details provided on booking)



4. Booking Information

How to Book

Booking Officer: Helen Kittendorf – contact details: 07902 775078 or helenkittendorf@hotmail.co.uk

Steps:

1. Contact Helen
2. Confirm date, time, and event type
3. Complete booking form (if applicable)
4. Access instructions provided once booking is confirmed

Hire Rates

- £10 per hour (flat rate)

Deposits

- A deposit may be required and will be advised upon booking

Access

- Provided once booking is confirmed

Conditions of booking - before you leave you must ensure that:

- All areas are left clean and tidy
- All furniture has been returned to the storage area
- You take all rubbish away with you
- The lights/heating are turned off
- Check that all doors are securely shut and lock the front door

5. Health & Safety Information

Fire Safety

- Fire exits are clearly marked
- Keep exits clear
- Assembly point: opposite the car park, across the road at the George Street garages entrance
- In case of fire: raise alarm, evacuate, call 999

First Aid

- First aid kit: located in the kitchen
- Accident book: located in the kitchen
- All accidents must be recorded
- Any use of first aid kit or any accident must be reported to Helen

Building Safety

- Max occupancy: 90
- Only PAT-tested equipment to be used
- Report any hazards identified to Helen

Kitchen Safety

- Follow safe hygiene practices
- Clean all surfaces after use
- Wash and put away items
- Switch off appliances

Safeguarding

- Groups must follow their own safeguarding policies

User Responsibilities

- Keep exits clear
- Follow safety instructions
- Leave hall clean and tidy
- Report hazards



6. Emergency Procedures

Fire, Smoke or Medical Emergency

- Keep calm
- Raise alarm and call 999
- Provide hall address: Stockton Village Hall, Napton Road, Stockton, CV47 8JU
- What3Words: **///pairings.weeds.cheeks**
- Evacuate
- Do not tackle fire unless trained
- Assemble at the entrance to the George Street garages opposite the car park
- In the event of a medical emergency use first aid kit if appropriate
- The location of defibrillators can be found by the first aid kit
- Record in accident book and notify Helen

Power Failure

- Keep calm
- Use phone torches
- Contact Helen

Water Leak

- Move people away
- Turn off appliances if safe
- Contact Helen

Electrical Fault

- Switch off appliance
- Do not repair
- Contact Helen
- Evacuate if smoke or burning smell



Security Incident

- Call 999
- Provide hall address: Stockton Village Hall, Napton Road, Stockton, CV47 8JU
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- Do not confront intruders
- Evacuate if needed
- Report to Helen

7. Terms of Hire

General Conditions

- Hirer must be over 18
- Hirer is responsible for attendee behaviour
- Hall to be used only for agreed purpose

Hire Period

- Includes set-up and clear-down
- Extra time may be charged

Cleaning & Condition

- Leave clean and tidy
- Return furniture to store room
- Wash and put away items
- **Remove all rubbish – do not leave it in the hall**
- Sweep floors if needed

Noise

- Keep noise reasonable
- Minimise outdoor noise in consideration of neighbours

Children & Vulnerable Adults

- Must be supervised



Safety & Compliance

- Keep fire exits clear
- Max occupancy 90
- PAT-tested equipment only
- Report accidents to Helen

Damage & Loss

- Hirer is responsible for any damage
- Report immediately to Helen

Prohibited Activities

- No smoking or vaping indoors
- No hazardous materials or naked flames (except birthday candles)

Right to Refuse or Terminate

- Trustees may refuse or cancel bookings
- Events may be terminated for safety breaches

8. Hirer Checklist

Before Your Event

- We will confirm your booking
- We will provide access instructions
- Ensure you are familiar with the location of fire exits, the assembly point, first aid kit and accident book
- Bring rubbish bags
- Ensure equipment is PAT-tested

During Your Event

- Keep exits clear
- Supervise children
- Keep noise reasonable
- Use kitchen safely
- Report accidents to Helen

After Your Event

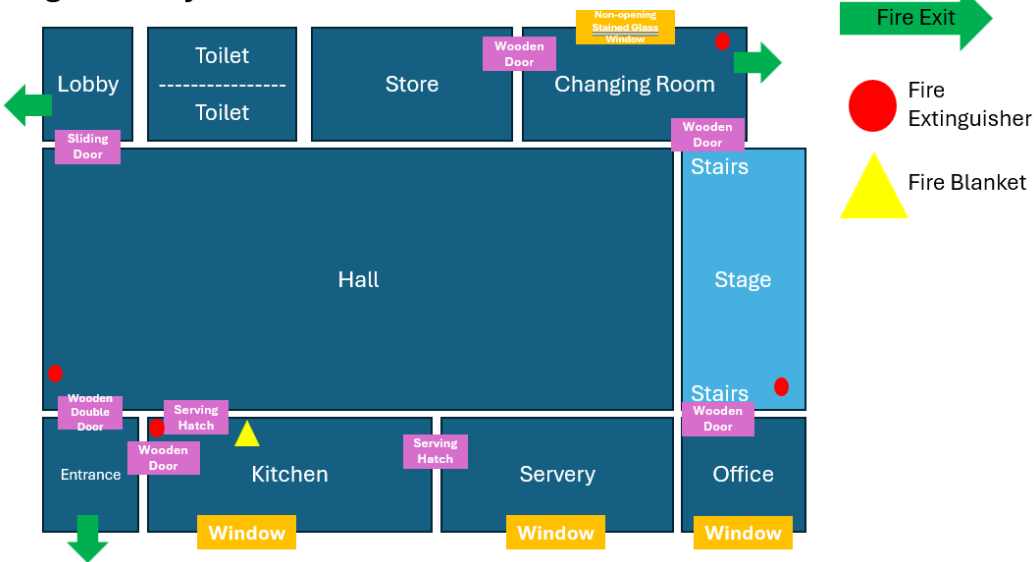
- Ensure all areas are clean and tidy
- Return furniture to storage room
- Wash and put away items
- **Remove all rubbish**
- Turn off lights/heating
- Lock up
- Report any damage to Helen

Final Check

- Hall clean
- Rubbish removed
- Everything switched off
- Building secure

Stockton Village Hall

Stockton Village Hall Layout



IN CASE OF EMERGENCY

Location of Defibrillator & Bleed Kits

Location 1 – Stockton Football Club
Napton Road
Stockton, CV47 8JU

Location 2 – Telephone Box
High Street

