# AVAILABLE TO HIRE




# PINNER VILLAGE HALL

# Venue Hire Information
# 2027 Hiring Rates

**TELEPHONE: 020 8429 4320**

**(Monday to Friday - 9am to 4pm)**

**or**

**EMAIL: bookings@pinnervillagehall.org.uk**

Please note that the bookings office is **NOT** located at Pinner Village Hall.

If you would like to view our facilities, an appointment must be made in advance.

(Viewings can only take place when the facilities are not being used by hirers).

# OPERATING HOURS

## AVAILABLE FOR PUBLIC HIRE:

| | |
|---|---|
| Monday to Thursday | 8.30am to 11.30pm |
| Friday & Saturday | 8.30am to midnight |
| Sunday & Public Holidays | 8.30am to 11pm |

The building must be vacated by the respective times listed above.
In addition, the following timings must be adhered to
in respect of alcohol and entertainment.

## THE VILLAGE BAR

| | |
|---|---|
| Monday to Thursday: | 11am to 11pm |
| Friday & Saturday: | 11am to 11.30pm |
| Sunday & Public Holidays: | 11am to 10.30pm |

## ENTERTAINMENT

| | |
|---|---|
| Monday to Thursday | 8.30am to 11pm |
| Friday & Saturday | 8.30am to 11.30pm |
| Sunday & Public Holidays | 8.30am to 10.30pm |

*Please note that the bookings office is **NOT** located at Pinner Village Hall.*
*If you would like to view our facilities, an appointment must be made in advance.*
*Viewings can only take place when the facilities are not being used by hirers.*














**PINNER AND DISTRICT COMMUNITY ASSOCIATION (PADCA)**
Registered Charity No. 1160571

# 2027 HIRING RATES

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## KEITH SCHOFIELD HALL

| | | |
|---|---|---|
| Monday to Friday: | 8.30am to 6pm | £47.00 per hour (20% discount available for weekly hirings*) |
| | 6pm to closing | £59.00 per hour (15% discount available for weekly hirings*) |
| Saturday, Sunday and Bank Holidays: | 8.30am to 6pm | £76.50 per hour (minimum requirement of 3 hours' hire) |
| | 6pm to closing | £94.00 per hour (minimum requirement of 3 hours' hire) |
| PA System (including 2 cordless microphones) | | £76.50 per booking |
| Projector & Screen | | £36.50 per booking |
| Set-Up/Take-Down Service | | £80.00 per booking |

* 20% & 15% discounts are available when a minimum of 12 consecutive weeks is booked (we are flexible re school holidays).

## EDWARD WARBURG LOUNGE & PRIVATE TERRACE

| | | |
|---|---|---|
| Monday to Friday: | 8.30am to 6pm | £30.00 per hour (20% discount available for weekly hirings*) |
| | 6pm to closing | £42.50 per hour (15% discount available for weekly hirings*) |
| Saturday, Sunday and Bank Holidays: | 8.30am to 6pm | £72.00** per hour (minimum requirement of 3 hours' hire) |
| | 6pm to closing | £89.50** per hour (minimum requirement of 3 hours' hire) |
| Projector & Screen | | £36.50 per booking |
| Set-Up/Take-Down Service | | £40.00 per booking |

* 20% & 15% discounts are available when a minimum of 12 consecutive weeks is booked (we are flexible re school holidays).

** When booked as an extra to the Keith Schofield Hall, the Edward Warburg Lounge will be charged at £36ph & £44.75ph.

When hiring either the Keith Schofield Hall or Edward Warburg Lounge, non-exclusive use of the small Refreshment Kitchen is included for the service of light refreshments only. PADCA do not provide any cookware, crockery or cutlery.

## COMMERCIAL KITCHEN

| | | |
|---|---|---|
| Monday to Sunday: | 8.30am to closing | £100.00 per booking (not available for sole use) |

Any cooking must take place in the Commercial Kitchen only. Warming and frying is allowed and any oil splatter must be thoroughly cleaned. No unauthorized heating or cooking appliances shall be used on the premises. The Kitchen is to be left clean with the floor mopped. PADCA do not provide any cookware, crockery or cutlery.

**Please turn over.....**

## THE VILLAGE BAR & BAR LOUNGE

| | | |
|---|---|---|
| Monday to Thursday: | 11am to 11pm | £35.00 per hour (minimum requirement of 3 hours' hire) |
| Friday & Saturday: | 11am to 11.30pm | £35.00 per hour (minimum requirement of 3 hours' hire) |
| Sunday: | 11am to 10.30pm | £35.00 per hour (minimum requirement of 3 hours' hire) |

Pinner Village Hall is a Licensed Premises. All alcohol consumed on the premises must be supplied through PADCA Social Club who have the exclusive right to supply all alcohol and soft drinks when the Bar is booked. When the Bar is booked, service will stop at least 30 minutes before the end of your hire period. The PADCA Duty Officer is authorized to immediately close the Bar if the hirer permits breaches of the Licensing Act to occur, e.g., underage drinking. Hirers will also be asked to sign a Licensing Declaration for acceptance of this and other specific conditions relating to the Licensing Act 2003.

## STARTING AND FINISHING TIMES

When making a booking, the Start Time is the time you first require access to the premises (for any set-up requirements, decorating etc.) The Finish Time is the time you will depart the premises (after your attendees have left, you have taken down, cleared up and all suppliers have left). PADCA have the right to charge an over-run fee of up to 1.5 times the normal hourly hire rate in 15-minute intervals. This over-run fee will be deducted from your Security Deposit.

## HOLDING DEPOSIT

£100.00 per booking

To secure a booking, you will be required to complete and return the necessary paperwork, ID & proof of address and to pay the £100 non-refundable holding deposit by bank transfer.

## SECURITY DEPOSITS

PADCA reserves the right to require all hirers to pay the following Security Deposits 21 days before the hire date. The Security Deposits will be repaid within 7 days from the date of hire, subject to any damage, excessive cleaning, or any additional deductions that may be applicable. Payments, dates and reference details will be stated on the Confirmation of Hire issued to you.

| | |
|---|---|
| General Damage Deposit | £175.00 |
| Commercial Kitchen Damage Deposit | £100.00 |
| PA System Damage Deposit | £200.00 |

## CANCELLATION CHARGES

Requests for cancellation of a confirmed booking must be made in writing to the Booking Administrator. Refunds (excluding a £50 handling charge) will be granted based on the following notice periods:

| | |
|---|---|
| Less than 12 weeks notice: | £100.00 holding deposit |
| Less than 14 days notice: | 50% of hire charge |

**Please turn over……**

# FACILITIES AVAILABLE

## KEITH SCHOFIELD HALL

The dimensions of the Keith Schofield Hall are: 11.5m x 8.8m
The usable dimensions of the Stage are: 3.5m x 5m

- CHAIRS (to seat up to 140 theatre style)
- TABLES (24 trestle tables measuring 4ft x 2ft and 8 trestle tables measuring 6ft x 2ft)
- PA SYSTEM (includes 2 cordless microphones) - SEPARATE CHARGE
- PROJECTOR & SCREEN - SEPARATE CHARGE

## THE EDWARD WARBURG LOUNGE & PRIVATE TERRACE

The dimensions of the Edward Warburg Lounge are: 7.3m x 4.8m

- CHAIRS (to seat up to 35 theatre style)
- COFFEE TABLES (5)
- TABLES (8 trestle tables measuring 4ft x 2ft)
- PATIO FURNITURE

## SET-UP / TAKE-DOWN SERVICE - SEPARATE CHARGE

Assistance is available for setting up tables and chairs if pre-booked.
The tables and chairs will also be put away at the end of your hire.
Table linen, crockery & cutlery are not provided.
You are still responsible for all other tidying and cleaning.

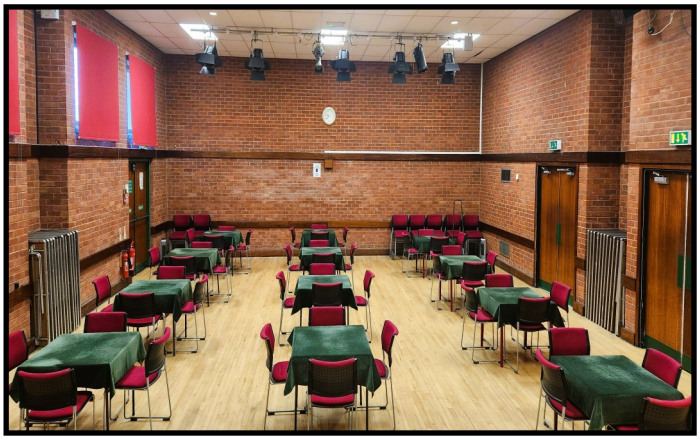
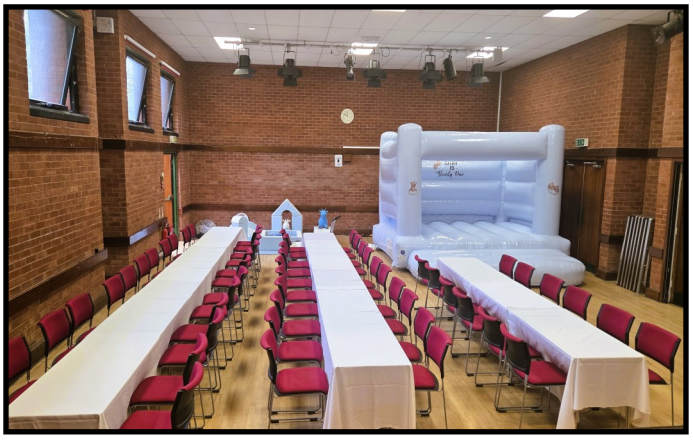
## REFRESHMENT KITCHEN

Non-exclusive use of the small Refreshment Kitchen is included for the service of light refreshments only. PADCA do not provide any cookware, crockery or cutlery.

- PLUMBED HOT WATER URN
- UNDER COUNTER FRIDGE
- UNDER COUNTER FREEZER
- CUPS & SAUCERS (40 - must be washed and put back)

## COMMERCIAL KITCHEN - SEPARATE CHARGE

- COLD CUPBOARD
- HOT CUPBOARD
- MICROWAVES (2)
- OVEN & 6 RING ELECTRIC HOB
- SERVICE TROLLEY

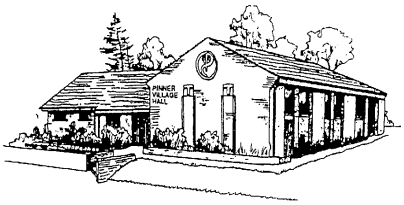









**Pinner Village Hall is managed by Pinner & District Community Association (PADCA).**
**PADCA is a Charitable Incorporated Organisation and registered as a Charity, No: 1160571.**



# PINNER AND DISTRICT COMMUNITY ASSOCIATION (PADCA)

Registered Charity No. 1160571

## PINNER VILLAGE HALL

## TERMS AND CONDITIONS OF HIRE AND USEFUL INFORMATION

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### SECURING A BOOKING

A non-refundable holding deposit of £100 (or the hire charge if this is less than £100) is required to secure your booking, together with the completion and return of the required paperwork, ID and proof of address. Until these are received, we have the right to offer the date to anyone else.

By submitting the required paperwork, ID, proof of address and making any payment, the Hirer agrees to be bound by these Terms and Conditions of Hire.

The balance of the hire charge, together with the associated Security Deposits, will be required 21 days before the hire date. The Security Deposits will be repaid within 7 days from the date of hire, subject to any damage, excessive cleaning, or any additional deductions that may be applicable. Payments, dates and reference details will be stated on the Confirmation of Hire issued to you.

### PARTIES TO THE AGREEMENT

The "Hirer" is the person or organisation who completes the required paperwork, provides the ID, proof of address and makes payment.

Pinner & District Community Association (PADCA) (Registered Charity No. 1160571) is the organisation managing Pinner Village Hall.

The "Hirer" or a duly notified "Principal Contact" must report to the PADCA Duty Officer on arrival at the booked Start time for the official handover and to sign our Licensing declaration. They must also be present at the booked Finish time for the return handover.

The benefit of the Hiring Agreement cannot be assigned and constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

### PRINCIPAL CONTACT

The Hirer must provide a single nominated individual to act as the main point of contact throughout the booking and on the day of the booking (if not the Hirer).

The Principal Contact will be responsible for the good behaviour of all persons using the premises, whatever their capacity, at all times during the hire period.

For bookings involving the public by some means of invitation (Membership Card, Personal Invite, Pre-Purchased Tickets etc.) all persons attending the Booking will be admitted by stewards provided by the Hirer. If professional "Door Stewards" are employed, they must hold a current Licence issued by the Security Industry Authority.

### CANCELLATION BY HIRER

Requests for cancellation of a confirmed booking must be made in writing to the Booking Administrator. Refunds (excluding a £50 handling charge) will be granted based on the following notice periods:

| | |
|---|---|
| Less than 12 weeks notice: | £100.00 holding deposit |
| Less than 14 days notice: | 50% of hire charge |

### RIGHTS OF TERMINATION

PADCA reserve the right to cancel or refuse a booking at any stage. Where applicable, a proportionate refund will be issued, which shall be accepted as full and final settlement.

PADCA shall not be liable for cancellations or failure to provide facilities due to emergency circumstances beyond their control (e.g., fire, flood, power failure, extreme weather).

If the premises are required for use as a Polling Station, where possible, at least 14 days' notice will be given in writing. In that event PADCA will use its best endeavours, but without guarantee, to provide the Hirer with an alternative venue for the same date and time.

PADCA reserves the right to terminate immediately, without payment of compensation, any entertainment, activity, or meeting permitted under the hire that in the view of the PADCA Duty Officer is not properly conducted or is illegal.

### INSURANCE, INDEMNITY AND RISK

We strongly advise Hirers to take out their own Public Liability / Event Insurance to cover the risk arising from the use of the premises. PADCA accepts no liability for any accident, injury, loss or theft to the hirer, their guests and anyone associated to the hire.

The Hirer is liable for any damage, loss or claims during the hire. The Hirer will indemnify PADCA against any loss, damage, claim or expense howsoever arising, caused or occasioned during the Hirer's use of the premises. The Hirer will be required to pay for the cost of any repairs or renovations if PADCA property is damaged.

Hirers should be aware that any Booking specifically for children comes under the jurisdiction of the Children's Act 1989 and that it is the responsibility of the Hirer to ensure that only fit and proper persons have access to young children and that such persons shall at all times be in attendance when young children are on the premises for the activities concerned.

**Please turn over……**

## STARTING AND FINISHING TIMES

The PADCA Duty Officer will open the door to the premises at the Start time stated on the Confirmation of Hire. The premises must be vacated (including decorators, caterers, etc) by the Finish time stated on the Confirmation of Hire.

PADCA have the right to charge an over-run fee of up to 1.5 times the normal hourly hire rate in 15-minute intervals. This over-run fee will be deducted from your Security Deposit.

## ALCOHOL

Pinner Village Hall is a Licensed Premises. All alcohol consumed on the premises must be supplied through PADCA Social Club who have the exclusive right to supply all alcohol and soft drinks when the Bar is booked. When the Bar is booked, service will stop at least 30 minutes before the end of your hire period. The PADCA Duty Officer is authorised to immediately close the Bar if the hirer permits breaches of the Licensing Act to occur, e.g., underage drinking. Hirers will also be asked to sign a Licensing Declaration for acceptance of this and other specific conditions relating to the Licensing Act 2003.

## COOKING AT THE PREMISES

Hirers are free to appoint caterers of their own choice. It is, however, the responsibility of the Hirer to ensure that only caterers whose staff are food handlers within the meaning of the Food Hygiene (England) Regulations 2006 and who have satisfactorily undertaken any relevant training required by the appropriate Local Authority Environmental Health Department shall be permitted to handle food on the premises.

Any cooking must take place in the Commercial Kitchen only. Warming and frying is allowed and any oil splatter must be thoroughly cleaned. No unauthorised heating or cooking appliances shall be used on the premises. The Kitchen is to be left clean with the floor mopped.

Barbeques are permitted on the terrace at the Hirers own risk but must not be brought into the building under any circumstances.

PADCA do not provide any cookware, crockery or cutlery.

## MUSIC, SOUND LEVELS & PERFORMANCE RIGHTS

Pinner Village Hall is located within a residential area, and we are required to keep very stringent control on the sound levels generated. Late night music and the general noise level must be kept within reason.

The Hirer shall be responsible for ensuring that any recorded music played during the hiring is covered by the necessary Licence from PPL (Phonographic Performance Ltd).

All conditions attached to the granting of stage plays or other Licences shall be strictly observed. Nothing shall be done which will endanger the users of the premises and the policies of insurance relating to it and the contents.

Music must cease at 11.00pm Monday to Thursday, 11.30pm on Friday and Saturday and 10.30pm on Sundays.

## SMOKING, DRUG USE AND ANIMALS

Smoking, e-cigarettes, Vaping, Drug use is not permitted anywhere inside the venue.

No animals are allowed inside the premises, except for assistance dogs.

## PROHIBITED ITEMS & ACTIVITIES

No bubble machines, explosives, fireworks, flares, glitter, pyrotechnics, smoke machines or sparklers are allowed inside the premises or surrounding area.

No Betting, Gambling, Lotteries or Trading unless lawfully licensed and agreed by PADCA. The Hirer must ensure that the requirements of the relevant legislation are strictly observed.

Hirers, if selling goods on the premises must comply with Fair Trading Laws and specific additional conditions laid down by the Brent & Harrow Trading Standard Organisation which must be satisfied before the hiring can take place.

Bookings for children's birthday parties/dances and similar events for young people, are accepted on the strict understanding that parents will attend and take full responsibility for the event.

Bookings for 18th Birthday Party's are not accepted at the request of the Metropolitan Police.

PADCA also reserves the right to refuse any application to use/hire the premises.

## DECORATIONS, HELIUM BALLOONS AND CONFETTI BOMBS

We do not allow the use of staple guns, glue guns, nails, screws, tacks, pins, etc. Any marks left by adhesive tape or blue tac must be removed – please advise any Decorators.

Helium balloons (unless pre-agreed by PADCA) and confetti bombs are strictly prohibited on the premises. We reserve the right to charge for any helium balloons released into our ceiling and excessive cleaning for confetti. The current charge for each released helium balloon is £50 and a minimum of £100 for excessive cleaning of confetti.

No unauthorised equipment can be brought onto the premises. The Hirer must ensure that all electrical equipment brought into the building complies with current safety standards and accept any liability whatsoever arising from incorrect operation of such equipment.

## CLEANING EXPECTATIONS

The premises will be clean upon your arrival. You must ensure any Set-Up, Take-Down and cleaning takes place within the period of hire. You will need to ensure the premises is swept and all surfaces and tables are wiped down. The Commercial Kitchen must be left clean and the floor mopped. Any oil splatter must be thoroughly cleaned.

PADCA reserve the right to charge for any excessive cleaning we may have to undertake after your period of hire.

## SET-UP/TAKE-DOWN SERVICE

When the Set-Up/Take-Down Service has been booked, we will arrange setting up the chairs and tables (as requested) before the booked start time. The chairs and tables can then be left at the end of the hire for PADCA to put away. We will contact you a week prior to your booking to confirm your required layout.

Where the Set-Up/Take-Down Service has not been booked, it will be the responsibility of the Hirer to return the chairs and tables to their original location before the booked finish time.

**Please turn over……**

## RUBBISH & WASTE

We provide one large industrial bin (1100 litre) for your booking. Please ensure all rubbish and waste is placed in this bin. We recommend staking of plates/cups/etc to reduce the quantity of waste bags as any excessive rubbish not within the bin may be chargeable. Please ensure that any cardboard boxes are broken down before placing them in the bin. Balloon displays cannot be disposed of without being broken down completely and all balloons must be deflated.

All liquids (except cooking oil) left in bottles/cans/cups etc should be disposed of in the sink before disposing in the bin.

Oils/Fats must not be disposed of down the drain or in the grounds outside. Caterers must bring suitable containers to take waste oil/fat back to their premises and dispose as appropriate. We have CCTV throughout the premises, and we have the right to bar any caterer if they are seen disposing of oils/fats inappropriately.

You must provide your own rubbish bags and ensure that all rubbish is disposed of in the paladin bin located outside (in the shed next to the stairs by the Pinner Centre).

## GENERAL ITEMS PROVIDED

We provide toilet rolls and hand wash in the bathrooms. We provide one blue roll in each kitchen. We provide several medium size dustbins for your use within the premises. Please ensure you bring enough **LARGE STRONG black disposal bags** to fit into the bins provided. It is the responsibility of the Hirer to manage the rubbish in these bins.

A broom, dustpan and brush are stored in the cleaning cupboard in the Refreshment Kitchen for your use in tidying up.

You will be required to provide your own cleaning products and materials. You will also be required to provide your own cookware, crockery and cutlery.

## MAXIMUM CAPACITY

Pinner Village Hall has a maximum capacity of 200. Please make sure that this number is not exceeded as we have the right to terminate the hire immediately.

In the Keith Schofield Hall, the maximum capacity is 150. When using theatre style seating, the maximum capacity is 140. When set-out banqueting style, we recommend no more than 80 (96 max).

In the Edward Warburg Lounge, the maximum capacity is 40.
When using theatre style seating, the maximum capacity is 35.

## FIRE SAFETY & FIRST AID SUPPLIES

Fire exits must be always kept clear. Obstructions must not be placed in front of any emergency exits.

Hirers must familiarise themselves with the fire-fighting apparatus and the position of emergency exits. The fire-fighting apparatus shall be kept in its proper place and only used for the purpose for which it is intended.

Only battery-operated tea lights are allowed as table decoration. Any other items that may pose a fire risk must be agreed in advance with PADCA.

The Fire Brigade shall be called to any outbreak of fire however slight.

First Aid supplies are available to Hirers. The need for the use of such supplies must be recorded on an Accident Report Form, which will be found in the First Aid Box in the small Refreshment Kitchen.

## PARKING

Pinner Village Hall does not have its own car park. We are located adjacent to the Chapel Lane Car Park which is run by Harrow Council. It is a Pay & Display car park that uses the PayByPhone App (location code 802005). There is free parking available after 6.30pm Monday to Saturday and all day Sunday. There are 154 available spaces, 5 of which are dedicated disabled spaces. There is also a height restriction barrier of 7ft (2.13m) which can be opened by prior arrangement.

## STAFFING

We will contact you a week prior to your booking to confirm details of the PADCA Duty Officer in charge on the day of your booking. Once you have met the Duty Office and responsibility has been handed over to you, the Duty Officer will leave the premises and return 15 minutes before your booked finish time. You will be given their contact details in case of any issues or emergencies.

## HOURS OF OPENING

Pinner Village Hall is available to hire as follows:

| | |
|---|---|
| Monday to Thursday: | 08.30am to 11.30pm |
| Friday and Saturday: | 08.30am to midnight |
| Sunday: | 08.30am to 11.00pm |








**As a Charitable Incorporated Organisation**
**any profits generated go back into maintaining**
**PINNER VILLAGE HALL**
**& supporting PADCA Activities & Groups.**

*If you would like more information about becoming an individual member of PADCA, or if your organisation is interested in becoming a PADCA Member Group, please email us at:*

**bookings@pinnervillagehall.org.uk**

# HOW TO FIND US




By Train:
A short walk from Pinner Station on the Metropolitan Line.

By Bus:
A short walk from bus stops B, C & D serving the 183, H11, H12 & H13.

By Car:
Ample parking is available in the adjacent Pay & Display Chapel Lane Car Park (location code 802005 on the PayByPhone App).

# SOME OF OUR REGULARS

PINNER PLAYERS

F A H G E

Hartbeeps
www.hartbeeps.com
The best baby & toddler music classes on the planet!

quietly healing

Pinner Drum School
by Gábor Dörnyei

M N D P KARATE CLUB


PINNER LOCAL HISTORY SOCIETY


SUMEET'S STEP2STEP
BOLLYWOOD DANCE ACADEMY

ZUMBA GOLD®

The Pinner Association




Slimming® WORLD

Bambusa Pilates
strength and flexibility

Chess for life
keep your brain in good shape at all times

the welcome space

Bolly TOTS
BY PRIYA