

King's Somborne Village Hall

Registered Charity No 301866



Welcome !

Thank you for choosing our hall for your event.

Whether you are a regular user or are hiring the hall for the first time, we want you to find everything you need to make your time here enjoyable and stress free.

Over the last seven years we have held over fifty fund raising events which have enabled us to improve the facilities we offer and we now believe we have one of the best Village Halls in the Test Valley. Whether you are a regular user or hiring the Hall for a one off event we would ask that you respect the facilities and leave the Hall in the condition that you would expect to find it.

We are fortunate to be at the centre of the village and would ask that you and your guests have consideration for and respect our neighbours especially at night.

If you enjoy our facilities please tell other people, if you find anything wrong – please tell us!

Please be aware that your event will be followed by other users. Leave the hall in a clean and tidy state with all equipment, tables and chairs returned to their rightful place in the storage areas. Remove rubbish to the bins and the bottle bank outside. Turn out all lights and heaters, and lock the hall on leaving.

Thank you

Terry Mackintosh

Chairman

King's Somborne Village Hall Management Committee

terrynola@gmail.com

This booklet (**letter**) provides brief information about the hall facilities. Further instructions are available in a more comprehensive document in the drawer just inside the kitchen door.

Booking the Hall



You may book the hall for a wide range of uses, including parties, receptions, meetings, dinners, stage shows etc. The hall may be booked for single events, extended events over a few days, or repeated events throughout the year.

The Main Hall has a large stage with proscenium arch. The Jubilee Room has its own kitchenette and access to the recreation ground. The pavilion provides separate changing facilities for two teams and a referee. The committee room is for up to 16 people. Internet access is available. There is a large kitchen. Toilet facilities include a toilet for the disabled with baby changing facilities

If your event is open to the public, you may have it advertised on our website, www.thesombornes.org.uk/villagehall. Activities that recur, usually weekly, are advertised under our “Regular Activities” tab, and individual public activities under our “Forthcoming Events” tab.

You can check availability in advance on our website; check the Occupancy tab, and select the month that you are interested in. If you do not have access to the web, do not worry. The booking secretary will be able to advise whether the times you require are free. For a big reception, you can book a year or more in advance.

You may book a single room or several rooms together. For instance the Jubilee Room may be booked in conjunction with the Main Hall to be used for buffet food service when the Main Hall is being used for a reception.

Main Hall	Saturday	£15/hour
Main Hall	All other times	£10/hour
Jubilee Room	At all times	£8/hour
Committee Room	At all times	£7/hour
Pavilion	At all times	£7/hour

If you are booking more than one room at the same time, we charge £5/hour for the second and subsequent rooms (after the most expensive, of course).

The kitchen and kitchenette are available to all hirers.

Please contact the booking secretary on 01794 389354 or by email at vhbookings@thesombornes.org.uk to enquire about the hall and make a booking.

You will be subject to the conditions of hire. To view this document please use the link on the Bookings page of our website www.thesombornes.org.uk/villagehall, or request a copy through our booking secretary.

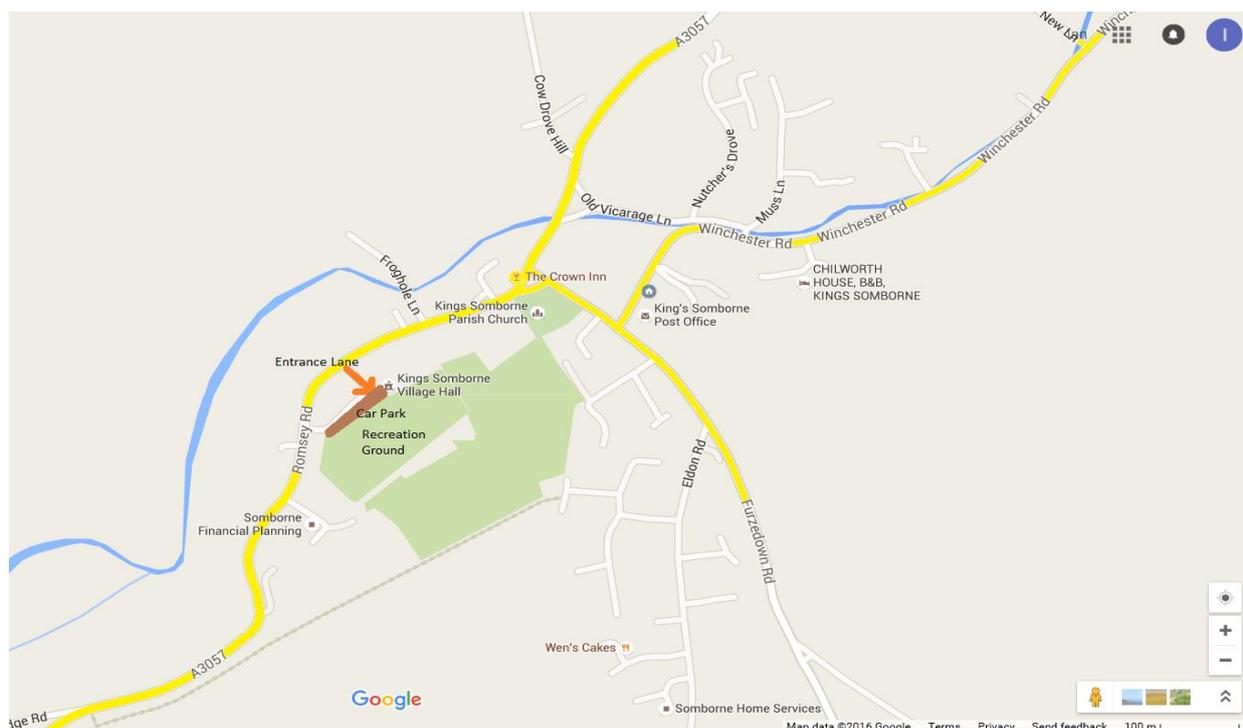
Coming to the Hall

The King's Somborne Village Hall is in the Recreation Ground, off The Romsey Road A3057, King's Somborne, SO20 6PP.



The entrance to the car park outside the Hall is shown on the map **below**.

There is an extensive car park provided by the Parish Council outside the hall. This may be used by all hall visitors.



King's Somborne is on the A3057, about 10 miles south of Andover, 3 miles south of Stockbridge, and 8 miles north of Romsey. From the Salisbury direction, proceed to Stockbridge along the A30 and at the end of the High St. take the 2nd exit at the roundabout and then turn right on the A3057 signposted Romsey & King's Somborne.

From Andover follow the A3057 to Stockbridge and then as the instructions above.

From Winchester, proceed towards Stockbridge on the A272 & after approx. 4 miles turn left at cross roads signposted The Sombornes. After another approx. 4 miles enter King's Somborne and proceed through the village. Turn right at T junction by the Post Office and then left at the Church, the Hall is approx 300 meters on the left.

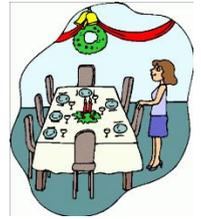
If coming from the north, the turnoff to the hall is about 300 meters past the war memorial, church on the left, pub on right. Turn into the lane signposted Village Hall and park in the car park by the recreation field.

If coming from the south, the turn off is on the right, about half a mile after you enter the village.

Keys may be collected from the house "Braemar" on the right just as you enter the lane.

Setting Up the Hall

There are sufficient tables and chairs for a gathering of **xxx** people seated for a meal or **xxx** people seated for a presentation in the Main Hall. These are stored in a storage room at the back of the Main Hall.



Please ensure that you allow sufficient time to set up before your event, and clear up after it. All Main Hall tables and chairs must be returned to the store room at the termination of your event.

Tables and chairs are normally set up in the Committee Room and Jubilee Room. They should not be moved from these rooms.

Heating

Main Hall

The main hall is heated by air sourced heat pumps, the controls for which are mounted just outside the kitchen door.



Short description of operation of heater controls – should allow for turning on and off and adjusting temperature. As discussed, unless there are reasons for otherwise, other controls should be left on AUTO

The six hour timer switch should be made to control the whole heating system. If your electrician says that the current switch can only control one of the three systems, suggest that he installs a three pole relay so that all systems can be controlled together by this timer.

If the heating system is in use, the heater at the rear of the hall **MUST NOT** be covered by curtains. Please ensure that the curtains are drawn back so as not to cover the heater when in use.

Jubilee and Committee Room

These rooms have wall mounted electric heaters. They may be turned on and off at the wall switches.

When leaving the hall

Please ensure ALL heaters are turned off when leaving the hall!

Lighting



Main Hall

There are three types of main hall lights, the ceiling lights wired in banks of four, perimeter dimmable LED lights and concealed behind the up-stand, another bank of dimmable LED uplighters.

The ceiling lights are not dimmable, but can be switched, in banks of four, by two sets of three switches, beside the main Hall entrance door, and to the right hand side of the rear wall. The perimeter and uplighter LED lamps are dimmable using the switches by the main door.

Hold down the left hand switch beside the main door to change the dimmable down lighters. Flick the switch quickly to turn then on or off.

Use the three adjacent switches (both beside the main door and to the rear of the hall) to turn the main ceiling lights on or off in banks of four.

Press each of the two dimmer knobs to turn on/off the dimmable uplighters. Rotate the knobs to adjust the lighting levels.

Jubilee Room

The Jubilee Room lights are dimmable. Hold down the switches to adjust the light level. Flick the switch quickly to turn on and off.

Other parts of the hall

Light switches in other parts of the hall are conventional on-off switches.

When leaving the hall

Please ensure ALL lights are turned off when leaving the hall. This includes the toilets!

Kitchen(s)

The hall has a well laid out kitchen providing facilities that may be used not only for occasional use, but for dinners of up to 100 guests. There is also a kitchenette linking the Jubilee Room and Pavilion with access to the field that may be used for small events (coffee mornings, etc.,) and events being held on the recreation ground.



Both kitchens are freely available to be used by all hirers. Primary access from the main kitchen to the Main Hall is via a serving hatch. For large events, the Jubilee Room, which has double door access to the Main Hall, is often hired to provide for buffet.

The kitchen includes a crockery cupboard with 120 place settings, an industrial cooker, an industrial dishwasher capable of completing a load in two minutes, a boiling water dispenser, fridge/freezer, microwave, metal preparation surfaces and a warming cabinet.

A key to the crockery cupboard will be provided together with the front door key.

If needed, you will have to turn on the dishwasher 30 minutes before first use and the Lincat boiling water dispenser 15 minutes before use.

Dishwasher`

1. SWITCH ON MACHINE BY PRESSING BUTTON 1 30 MINS BEFORE USE TO ALLOW WATER TO HEAT UP. LIGHT WILL GO ON AT R. (Button 1 is first on L)
2. TO START WASHING PRESS BUTTON 2 GENTLY FOR ABOUT 10 SECONDS.
3. WASH CYCLE TAKES 2 MINUTES AND LIGHT WILL GO OUT.
4. WHEN YOU HAVE FINISHED WASHING ALL YOUR ARTICLES PRESS 1 TO SWITCH OFF AND THEN PRESS BUTTON 4 TO EMPTY WASTE TANK.

Button 3 is for selecting length of wash. Press fully in for lightly soiled items (default mode), leave out for heavily soiled items

IMPORTANT!! PLEASE ENSURE PLATES ARE RINSED AND CLEANED OF FOOD DEBRIS BEFORE INSERTING IN THE DISHWASHER

Stage and Sound System



The stage is available to all hirers of the main hall. Access is via stage stairs accessed from the main hall as well as from the Jubilee Room, which may be hired as a dressing room for large-scale events.

The curtains are controlled by a control mounted stage right.

You will note that behind the under stage curtains there are a number of sections, some of which are available for general use. Stage steps may be found in the centre section, and the sound system to the right looking towards the stage. There are three microphone connection points also to be found across the front face.

Storage drawers either side of the stage steps are not for general use.

Stage lights

In addition to the courtesy lights by the stage stairs, there are two stage lighting systems. A number of lanterns (usually 4 or 6) are mounted on the lighting bar on the hall ceiling, and three banks of LED coloured lights above the stage.

Detailed instructions for control of these lights can be found in the instruction booklet in the drawer just inside the kitchen door.

Sound System

The sound system is mounted below the stage on the right hand side (looking towards the stage). You will find a box containing hand microphones, one throat microphone and instructions for use.

The Hall has wiring to take digital audio and a 24 channel analogue audio from the rear of the Hall to the stage. Of interest only to hirers wanting to set up a PA system for their event. For hirers bringing their own disco there are plenty of 13amp sockets on the stage for their use. Hirers will have to ensure that licencing conditions have been met for any performance.

Video presentations

Above the stage is a pull-down screen that may be used for video presentations. Hirers will have to provide their own projectors to suit their presentation.

Internet Access

The Hall has free internet access for hirers. The service [KSVillageHall](#) provides good coverage in the main hall, and [KSVillageHall_EXT](#) provides good coverage in the Committee Room and Jubilee Room. The booking secretary will provide the internet password to all hirers requiring this access.

Phone Numbers

Booking Secretary (01794) 389354
email vhbookings@thesombornes.org.uk



Chairman: Terry Mackintosh: (01794) 388248
Treasurer: Claire Bevan:
Secretary:
Invoices:

Health and Safety

The Main Hall has a capacity for 200 people standing, but is rarely used for such large audiences nowadays. More importantly, it can take 120 people seated for a presentation, or 80 people at dinner tables.

The nearest public telephone is about 300 yards away across from the village green and war memorial. It is recommended that the hirer have a mobile phone available for emergency use.

**In an emergency, phone 999 and quote
King's Somborne Village Hall, Recreation Ground,
Romsey Road, King's Somborne SO20 6PP**

Please familiarise yourself with the fire exits. From the main hall, there are two exits from the Main hall to the outside patio leading to the recreation ground, and one through the main corridor to the front door. There are also exits directly from the kitchen, committee room and pavilion.

Finally

We hope that you have enjoyed your function at the King's Somborne Village Hall.

Please leave the hall in a clean and tidy state, Return all tables and chairs to the storage rooms and remove rubbish to the bins outside the hall. There is a bottle bank by the scout hut at the other end of the car park.

Please ensure that all heaters and lights are turned off as you leave the hall and that all external doors are locked. Report any problems to the booking secretary.