

# Coore Memorial Hall, Station Road, Scruton, DL7 0QZ



## INFORMATION SHEET

Originally built as the village school in 1865, the building was acquired by the Parish in 1973 and is now run as the village hall by the Coore Memorial Hall Management Charitable Trust.

The Hall is run for the benefit of the people of Scruton and the surrounding area and is used by a varied cross section of the community. It is available on a regular or occasional basis for meetings, talks, parties, and a wide variety of leisure and social activities.

December 2023

### Facilities

- A warm, comfortable, well-lit environment
- Two function rooms and a modern kitchen
- Tables (round or rectangular) with seating for up to 48 people (main hall) plus 16 people (small hall)
- Entertainment and music licences
- Portable PA system
- Licenced to sell alcohol (10.00 to 23.00 hours)
- Accessible toilet
- Car parking for up to 6 cars

### Main Hall

- Size: 9.8m x 5.2m (32ft x 17ft)
- Maximum capacity 60 people (theatre style)
- HD Projector and surround sound system
- Free WiFi access (see noticeboard for keycode)
- Rowland digital piano

### Small Hall

- Size: 4.6m x 5.2m (15ft x 17ft)
- Maximum capacity 30 people (theatre style)

### Kitchen

- Fully equipped modern kitchen
- Kettle, double oven, hob, fridge and microwave (no dishwasher)
- 60 place settings (cutlery, crockery & wine glasses)
- Teapots and tablecloths etc.
- Bar area with wine cooler and glass storage
- Instant hot water boiler for beverages

### IMPORTANT Licence Information

- The village hall holds licences for the sale of alcohol, public entertainments, live and recorded music.
- Alcohol may only be sold at events when it has been agreed in advance with the Management Committee.
- A nominated responsible adult must be present at all times when alcohol is being served.
- It is illegal to sell alcohol to any person under 18.
- Any person who appears to be under 25 years of age must be required to provide photo ID proof of age.



### Contact Information

- Email:** [villaghall@scruton.net](mailto:villaghall@scruton.net)
- Chairman:** John Mainwaring-Taylor (01609 748617)  
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- Health&Safety:** Andrew Venus (07511 292 232)  
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# Coore Memorial Hall, Scruton – User Information

## Bookings

### Available Sessions:

- Morning session: 08.00 to 13.00 hours
- Afternoon session: 13.00 to 18.00 hours
- Evening Session: 18.00 to 23.00 hours

### Cost of Hire:

- Parish residents: £15 per session.
- Other users: £15 for the first 2 hours (min) £7.50 per hour thereafter.
- Commercial users: Price on application

All enquiries to: [villagehall@Scruton.net](mailto:villagehall@Scruton.net)

## For Your Safety

- Smoking is not permitted in any part of the building or the car park.
- Fire exits are located at each end of the main hall and in the kitchen. All fire exits are lit by emergency light fittings.
- Fire doors and exit routes must be kept clear at all times.
- Fire extinguishers are located at each fire exit. There is also a fire blanket in the kitchen.
- A first aid kit and accident record book are located in the kitchen.
- Please report accidents and any use made of the safety equipment.

## When you Vacate the Hall

### Please ensure:

- All tables and chairs are put away.
- The kitchen is left clean and tidy, everything put away and all waste removed.
- The hot water boilers are switched off.
- All other electrical items are switched off.
- The heating system is set to OFF (in the summer) or AUTO (in the winter).
- Toilets are left clean and tidy, and taps turned off.
- All doors and windows are closed and locked.
- All lights are switched off.

### As you Depart:

- Please leave quietly; avoid disturbing the neighbours.
- Check that car park lights are off.
- Report any breakages or accidents.
- Remember to lock up and return the key.

## Standard Conditions of Hire

Amended 7 February 2019

### A) The Hirer will:

1. Be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort; and the behaviour of all persons whatever their capacity, including supervision of car parking arrangements so as to avoid obstruction of the highway.
2. Not sub-hire, or use or allow the premises to be used for any unlawful purpose or in any unlawful way or to do anything, or bring onto the premises anything which may endanger same or any insurance policies in respect thereof.
3. Nominate a responsible adult to be present at all times during the sale, supply and consumption of alcohol and for the observance of licensing law and any conditions associated with the premises licence.
4. Comply with all conditions and regulations made in respect of premises by the Fire, Police, Local Authorities, and Magistrates Court or otherwise, particularly in connection with events which include public dancing or music or other similar public entertainment or stage plays. Times during which music may be played are clearly displayed on the notice boards.
5. Ensure that they have any necessary insurance cover for the purpose for which they hire the premises and that they have carried out an appropriate risk assessment.
6. Indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
7. At the end of the hiring be responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.

### B) Cancellations:

1. The Committee reserves the right to cancel any hiring in the event of the Hall being required for use as a polling station, in which case the Hirer shall be entitled to a refund of any deposit already paid.
2. If the Hirer cancels the booking before the date of the event and the Committee is unable to conclude a replacement booking, the repayment of any fee is at the discretion of the Committee.