

Naseby Village Hall - Brief User Guide

These notes are provided as a handy “aide-memoir” for your safety and guidance. Please read them carefully and for more details refer to the Terms and Conditions and Event Checklist which are on the website at www.nasebyvillagehall.org and are in the Village Hall Handbook in the hall lobby.

Making Bookings

Bookings must be made on line at www.nasebyvillagehall.org. For specific queries ring our Bookings Clerk Sarah Hyde on 07733 270729 or email him on nasebyvhhallbookings@gmail.com

Naseby Village Hall

Naseby Village Hall is a large hall convenient for some sports as well as parties and community events. The capacity of the hall is about 120 seated and 150 standing. There is a small kitchen most suitable for warming through e.g. soup or preparing jacket potatoes. A bar can be organized through the usual license arrangements.

Gaining Access to the Hall for your Bookings and clearing up

Instructions for access to the key safe will be given to the Hirer by the Booking Clerk at the time of booking. Please make sure that our Hall is left clean and secure and that the keys are returned to the key safe. Lighting should be turned off at the end of your event. Rubbish for landfill can go in the black bins but these must not be overfilled. Excess material needs to be taken away by you. Things suitable for recycling can be left in the blue top bin, but please do not overfill. Take any excess away with you. Please ensure that the hall is cleared up within the hire period and left clean. This usually takes at least an hour after a party. Please think carefully about how long you will require the hall. You will be charged an extra £20 if the hall is not cleared in time.

Safety

All exits must be kept clear and unlocked throughout your booking time. The only exceptions are the back door to the field and, if you are not using it, the Fairfax meeting room upstairs.

There should be no smoking in any part of the building - if you do have visitors wishing to smoke, please ask them to do so in the car park area or at the rear patio.

The lead organiser of your event is responsible for noting the Fire Action (on the Noticeboard in the Main Entrance lobby) and for supervising any evacuation in the event of a fire. The assembly area is the far side of the car park on the grass with trees. There is no phone, so the Fire Brigade must be summoned by mobile:-

The Village Hall location is:

Newlands/Haselbech Road
Naseby, NN6 6BT

Basic First Aid kit is in the kitchen.

Hirers are wholly responsible for the safety of electrical equipment brought to the Hall by them for an event. If any higher power equipment is to be used, the permission of the Bookings' Clerk will be needed as we shall need to ensure that we do not overload any circuit or cause a “trip out”. If access to the electricity cupboard is required call one of the three trustees (numbers on notice board) for keycode for the keysafe in the kitchen.

We are responsible for the safety of the Hall but it will be assumed as a condition of hire, that you review any needed safety precautions or special arrangements for your group. A template is provided on the website for you, if you wish to use it.

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Car parking

Please make sure that cars are parked so as not to restrict access through the main entrance to any needed emergency vehicle. For large events (and if the weather is ok), you may, with prior permission, overflow into the field - entrance about 100m on left on road to Haselbech. If parking on the field is not possible due to adverse weather conditions, the management team reserve the right to cancel your event without recourse. Please do not cause inconvenience to villagers and their house entrances on Newlands.

Lighting

Most switches are in self-evident locations. There is a plan on the main noticeboard for your convenience and switches are labelled with name tape.

During winter or if there is a late booking, the outside car park floodlight may be switched on at 5pm. Please do not use this light if it is not necessary and ensure it is off when you leave.

Toilets

We trust you will find these in a good state of cleanliness when you arrive. Please leave them as clean as possible when you leave, without taps running or rubbish left on the floors etc.

Heaters

We shall have warmed the Hall prior to your event start and programmed the heating for the duration. For last minute bookings, the heating will have to be specifically programmed for your event. The heating is programmed for the week ahead on a Sunday night. If you have not had email confirmation of your booking by 6pm on the Sunday before your event you will have no heating. Text the date and time of your booking to 07817 441948 so that the heating can be specially reprogrammed for you.

Urgent Problems and cleaning materials

If the problem is **urgent** please telephone one of the key holders who will try and assist you (see list of trustees on notice board). Spare toilet rolls, bin bags and tea towels can be found in the kitchen in the cupboard under the sink. Brooms for the main hall and other areas, a dustpan and brush and a mop and bucket for spills can be found in the cleaner's cupboard in the mail hall alcove.

Hall and its Equipment

Furniture: will be found stacked at the end or side of the Main Hall. Please return it as found without stacking too high. Tables are located at the end of the Hall on a trolley - tables are heavy and can be rather ungainly, so be careful when moving them. Please do not take chairs outside.

Spills: inevitably some items will be spilled but please do your best to act swiftly on any significant spill and be careful about pools of liquid on the floors at all times.

Flooring: please do all you can to avoid pulling heavy furniture across the easily damaged floor - lift it between you and avoid dragging it, especially the tables with metal legs.

Kitchen: is available for your use but please be aware that large scale catering cannot be managed here as it is small. Food can be warmed or prepared for a limited number of people only.

If you are using barbecues or wish to have a mobile caterer on site, you must have our agreement first as there are hygiene regulations to be complied with.

Events requiring alcohol to be served require the permission of the Bookings Clerk. The venue has a premises licence and can be used at a cost of £21 (to be specified at the time of booking)

....and, finally..... we hope you enjoy yourselves at a successful event and have a safe journey away afterwards. Please consider our near neighbours as you leave, especially late at night.

If you have complaints or concerns please let us know about them and we will try to improve our provision.

Should there be a real problem, then again, please get in touch with us in writing, (as we will with you), should there be issues about the way the Hall is left after an event.

with our Best Wishes.....

The Naseby Village Hall Management Committee

Paul Knight