

Scholes Village Hall CIO - Frequently asked questions

What is the full address of the Hall? Scholes Village Hall CIO, Main Street, Scholes, LS15 4DL

What activities are not allowed at the hall?

- Bouncy castles or other inflatable devices
- Bubble machines, foam machines or snow machines
- Passenger-carrying amusement devices
- Animal rides of any kind
- Individual exhibitions valued at over £250,000
- Firework displays
- Bonfires

What facilities are available at the Hall? Large hall, small recently refurbished kitchen area, non stocked bar area and toilets.

What is the size of the Hall? The main hall is approximately 8.65 metres wide by 16 metres long. This excludes toilets, bar, kitchen and entrance hall.

What is the seating capacity? The village hall can seat up to 100 people. Number of seats available at the hall are 100 included in the cost of hire.

How many people can the hall accommodate if standing only? The hall can accommodate 200 people standing.

Is there any outside space? There is no outside space.

Is there a carpark available? The village hall has a shared driveway for around 7 vehicles. With prior permission the Church car park opposite can be used. Use of the carpark is at hirers risk.

What kitchen facilities are available? There is a kitchen leading into the main hall. Equipment available - oven, fridge (you will need to make the caretaker aware 24 hours in advance if you want to use this), 2 kettles, 1 large tea urn, a large selection of plates, cups and glasses. If you use these you will need to wash and dry them to ensure you Bond is returned.

What bar facilities are available? The bar area is un-stocked and is a separate room leading from the main hall.

Equipment available - drinks fridge, glass washer and assortment of drinking glasses. If this area is required you will need to let the Caretaker know 48 hours before your booking takes place.

Does the hall have an Alcohol license? The hall is NOT licensed for the consumption of alcohol. Hirers wishing to provide or sell alcoholic drinks must inform the Trustees at the time of booking and obtain the relevant license from Leeds City Council. A copy of this licence must be provided to the Booking Secretary before the booking is confirmed.

Number of tables available? Total number of tables available within the cost of hire are 20 (large 1.81m by 0.69m, 11 small 1.21m by 0.69m).

Can I view the hall prior to booking? The hall can be viewed prior to booking please contact the Caretaker to arrange a viewing by telephone 07946 818812 to arrange a mutually convenient time.

Is there a speaker system which can be used? NO

I would like to book the hall regular can I negotiate a rate? We endeavour to keep our charges competitive and affordable, regular users please discuss your requirements with our Booking Secretary by email mailingscholesvillagehallcio.bookings@gmail.com

We are a charity or a not-for-profit organisation is there a cheaper hire rate? Yes. We have a discounted rate for both local community groups and not-for-profit organisations who hire the hall.

How do we collect keys? The Caretaker will arrange a location and time for key collection.

Do I have to pay a damage deposit? A damage deposit is payable at the time of booking of £75 for any booking and £500 for a wedding event. The damage deposit will be refunded within 14 days post hire of hall. This deposit will also be lost if cleaning is required, if any waste is not removed, the unauthorised use of any of the Hall equipment not stated.

What methods of payment can be accepted for hall hire? We can accept bank payments and cheques.

When is payment due for hall hire? Payments must be made 14 days after making your booking. Booking is not secure until paid for in full.

Cancellations? If you cancel your event within 7 days of your hire no refund will be made. Cancel within 14 days of your event 50% will be refunded and cancel within 21 days or more of your event 100% will be refunded.

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