

Facilities available in Kirby Muxloe Village Hall.

You are very welcome to come and view the facilities available without any commitment. Please contact Ann Smith on 0776 809 5358 to make a convenient appointment. The Village Hall is a designated no smoking area throughout. The Hall is available for hire from 09.00 a.m. to 11.45 p.m. (with the possibility of earlier start/later finish with notice), seven days per week, throughout the year.

Entrance

The Village Hall has a small entrance lobby with a notice board and double doors leading into a foyer. There is easy access for wheel chair users throughout the hall except for the Stage and associated dressing rooms area. The foyer gives access to the Main Hall itself via double doors with viewing panels inset.

Main Hall

The main hall is 17metres long and 11.5 metres wide. It has a wooden floor with a carpeted surround and there is furniture available for laying out in several ways.

For example:-

- Theatre/Conference – when 200 people can be accommodated seated in rows on the floor (or by special arrangement on tiered seating, to be negotiated with the Kirby Players, contact supplied on request)
- Reception/Cabaret/Wedding – when 175 people can be accommodated seated at tables
- Buffet/Dinner Dance/Party – when 150 people can be accommodated seated at tables with central dance space.
- Exhibition/Craft Fair/Sale/Bazaar – when 15 tables can be arranged to allow visitors to circulate in comfort.

Furniture available includes more than 230 seats, 12 large rectangular tables, 6 medium rectangular tables, 8 small square tables, and 9 circular tables, all of which you can arrange to suit your requirements. This furniture is stored on the premises.

The hall has a sound system with a control desk with twin disc and tape facilities and an associated microphone, playing through four speakers which are located along the sides of the hall. A radio microphone is also available on request. You are reminded that the playing of live or recorded music requires that you pay a Performing Rights Fee under our licence terms; and this charge will be levied for all parties or receptions. The hall has a T-loop installed for the hard of hearing.

The hall is centrally heated with radiators which each have a thermostatic valve control. The complete central heating system was renewed in August 2006.

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Kitchen

The hire of the kitchen is included with that of the Main Hall at no further cost. The facilities include a five-burner gas hob with an electric fan oven below, a large kettle, a large electric urn, a microwave oven, a very large fridge, a small fridge, an automatic dishwasher (available only on request and after demonstration), a large double sink, a small hand-washing sink, a selection of cups, saucers, plates, jugs and sugar bowls, ample food preparation space, and a waste bin. (Notes. There is a limited amount of plastic cutlery, mainly teaspoons. The automatic glass washer is only for the use of the bar staff).

Please note that you are not allowed to bring in any cooking or food preparation machinery without special permission, which must be requested and obtained when you book the hall. This is a necessary precaution so that we can prevent overloading of the electricity system. There is a serving hatch from the kitchen into the main hall.

Bar and Lounge

A well stocked bar can be made available with experienced bar staff. Bottled and draught beers, wines, spirits, mixers and soft drinks are all stocked. This service is provided from 7 p.m. until 11 p.m. on Saturdays, Sundays, and Bank Holidays. Any other days or hours need to be requested at the time of arranging the booking and will be met if at all possible, but we reserve the right to refuse any such request if we cannot arrange the necessary staffing. The bar is off the main hall and has a small lounge with stools and tables.

Please note that you are not allowed under our licence to bring any intoxicating liquor onto the premises without special permission, which must be requested and obtained when you book the hall. Permission is subject to the payment of the necessary corkage charges (details on request).

Stage and Dressing Rooms

In the main hall there is a stage which, with the associated ladies and gents dressing rooms, has to be hired separately. The proscenium arch is 6.5 metres wide and the stage depth is 5.75 metres. The stage is separated from the main hall by red velvet curtains. The stage also has "greys" and a black backcloth. If hired the stage will be cleared and made safe. If not hired the stage and dressing rooms are strictly "off limits". There are fans and speaker extensions above the proscenium arch directed towards the stage for the benefit of performers. The ventilator in the back wall is not available for public use. There is basic lighting on the stage and two spots always available. The dressing rooms each have washing and w.c. facilities, clothes hooks, chairs, mirrors and lighting suitable for applying make-up.

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Other Facilities

Other facilities include ladies and gents toilets, both with wash basins and mirrors, and a disabled toilet with baby changing table.

There is limited storage space outside the main hall itself, apart from in the kitchen for food and catering supplies/equipment.

Some cloakroom space is available with a movable hanging rail. However there is no security on this space.

An upright piano is available for hire but arrangements for having it put in the required place and replaced in its standard resting place must be made at the time of booking the hall. The piano must not be moved by the Hirer (this is to prevent it going out of tune due to excessive movement and rough handling)

Notice Board

The notice board in the entrance hall provides details regarding:-

- Standard furniture layout
- Position of fire extinguishers
- Car park security
- Fire safety.

You are required to familiarise yourself with these matters if you hire the Hall.

The notice board also shows the bookings for the current month.

Car Parking

Around the hall there is a substantial free car park under the care of the Kirby Muxloe Parish Council. This car park is shared with the public Library, the Kirby Muxloe Bowls Club, the general public using the park, and parents taking their children to and from the Primary School, so it is heavily used. However it is rarely completely full. It is covered by CCTV cameras 24/7 and secured at night at 11.30 p.m., when bollards automatically rise to cut off both the entrance and the exit, though this closure time can be extended on request, which must be made at the time of booking the hall.

Licences Held

The Village Hall Management Committee holds the following Licences:-

- Performing Rights Licence (for live and recorded music)
- Licence for the sale of intoxicating liquor for consumption on the premises
- Licence for public performances of plays and similar entertainments.

Prepared by the Village Hall Management Committee. Last update 31 March 2008

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