



WILLINGTON VILLAGE HALL

GENERAL INFORMATION & HIRER GUIDE

6 Twyford Road, Willington, Derbyshire, DE65 6DE
www.willingtonvillagehall.org



Please book enough time. Your booking must cover the full period from entry to exit, including setting up, the event itself and clearing/cleaning afterwards.

Willington Village Hall is a community venue with a main hall and stage, two meeting rooms, a kitchen and accessible facilities. This guide brings together the practical information hirers need before, during and after a booking.

MAIN HALL	AUBREY ROOM	SPALTON ROOM	WHOLE BUILDING
£18/hr	£9/hr	£7.50/hr	£28/hr

Hire charges are current on the hall website at the time this guide was updated and may be reviewed. For children's parties, whole-building hire is recommended for exclusive use, as the meeting rooms may be in use by other hirers.

FACILITIES AND CAPACITIES

Please choose the room that best suits your event and tell the bookings team how you intend to use the space. If your plans change, agree those changes before the booking.

Space	Approx. size	Capacity / use	Hire rate
Main Hall	88m ² + 23m ² stage	Maximum 120 people; approx. 100 seated audience	£18/hr
Aubrey Room	Approx. 20m ²	Meetings / small groups up to approx. 25	£9/hr
Spalton Room	Approx. 16m ²	Small meetings up to approx. 10, depending on layout	£7.50/hr
Whole building	All rooms	Exclusive use of main hall, Aubrey Room, Spalton Room, kitchen and toilets	£28/hr

Kitchen, Wi-Fi, tables and chairs

The kitchen is included in the hire fee and is a shared facility unless the whole building has been booked. It has serving hatches to the main hall and includes an oven/hob, fridge, microwave and kettles, plus crockery and cutlery. Please leave it clean and ready for the next user.

Free Wi-Fi is available for hirers. Please ask for the current password at the time of booking.

Use of hall tables and chairs is included. The hall has approximately 100 cushioned chairs and 9 rectangular tables. Wipe tables after use and return all furniture to the position in which you found it.

Parking and access

There are 11 hardstanding parking spaces, including marked accessible bays, with additional grass parking available when conditions allow. Please park considerately, keep access routes clear for emergency vehicles and close the car park gate after your event.

The hall has an accessible toilet and baby-change facilities. Please keep accessible parking and facilities available for those who need them.

Shared spaces. If more than one room is in use, please be considerate in the kitchen, hallway, toilets and parking areas. Leave shared areas clean after your group has used them.

BOOKING RESPONSIBILITIES

The person named on the booking is responsible for the hall during the hire period and for making sure guests, participants and any suppliers follow this guide and any instructions given by the Village Hall committee or bookings team.

Your booked time

- Your booking runs from entry to exit and must include set-up, the event, clear-up and cleaning.
- Please do not enter a room before your booked start time. If you need longer for set-up or clearing away, book that time in advance.
- Tell the bookings team in advance if the nature of your event, numbers, activities, equipment or room requirements change.

Looking after the hall

- Leave every room, shared area and item of equipment clean, tidy and ready for the next user.
- Report damage, breakages, faults or safety concerns to the bookings team as soon as possible.
- Do not use sellotape on walls, doors or other hall surfaces. Remove all decorations carefully and leave no marks or residue.
- Smoke machines are not permitted.
- Please use only equipment and activities that are suitable for the hall. If you are bringing in specialist equipment or a third-party supplier, agree this with the bookings team beforehand.
- Please leave quietly, particularly after evening events, and be considerate of nearby residents.

Heating, lighting, windows and keys

- The main hall thermostat may be adjusted if needed. If you change it, reset it to 20°C before leaving.
- Switch off lights before leaving. Toilet lighting is sensor controlled.
- Close and lock any windows you opened, and return the window key to its place in the kitchen.
- A key is provided through the outside lock box. The booking contact will receive the code during the week of the event. Return the key to the lock box when you leave.

Rubbish and cleaning

Cleaning equipment is stored in the tall kitchen cupboard, with a broom and Hoover nearby. The hall does not currently provide recycling facilities, so any recycling should be taken home.

IMPORTANT - leave the hall clean and tidy. All rooms and shared areas you use must be left clean and ready for the next hirer. **ALL rubbish must be placed in the outside wheelie bins around the side of the building.** If the bins are full, please take your rubbish home.

SAFETY, ACCIDENTS AND EMERGENCIES

Every hirer has a part to play in keeping the building safe. Please familiarise yourself with the emergency exits when you arrive and make sure everyone attending can leave safely if needed.

- Keep all emergency exits, corridors and doorways clear at all times.
- Do not obstruct or tamper with fire-safety equipment, alarm points or exit signage.
- The booking organiser should take reasonable responsibility for the safety of the group during the hire period and follow any on-site evacuation instructions.
- Report accidents, incidents, near misses or hazards to the bookings team as soon as possible. Complete any accident/incident record provided by the hall where required.
- Take care when moving tables and chairs. Ask for help with anything awkward or heavy and return furniture safely after use.
- Do not use hall ladders, steps, storage equipment or restricted areas unless the bookings team or a committee member has authorised this.

Safeguarding children and adults at risk

Organisers running activities for children, young people or adults at risk are responsible for having appropriate safeguarding arrangements for their activity. This includes suitable supervision and any safeguarding policies, training or DBS checks that are required for the type of activity being provided. The Village Hall committee may ask an organiser or regular group to provide evidence of appropriate arrangements.

Children's parties

Children's parties do not need to book the whole building. However, we recommend whole-building hire if you would prefer exclusive use, as the Aubrey Room and/or Spalton Room may be in use by other hirers at the same time. Children must be appropriately supervised throughout the event and should not access rooms or equipment that are not part of your booking.

Bouncy castles and inflatables

Bouncy castles are permitted inside the main hall only where the inflatable is suitable for the available ceiling height. The current maximum height stated in the hall information is 220cm. Please confirm the inflatable and supplier with the bookings team before your event.

- A responsible adult must control access and supervise use at all times.
- Use suitable soft matting beside open sides and remove shoes or other sharp objects.
- Prevent overcrowding and avoid mixing very small children with much larger children on the inflatable at the same time.
- **We recommend using Abi's Inflatables in Willington. They know the hall and the size and height of bouncy castle it can accommodate.**

LICENSING, ALCOHOL AND EVENT ACTIVITIES

Willington Village Hall holds Premises Licence SDDC/023215. It covers many activities typically held at the hall, including plays, indoor sporting events, recorded music, films, live music and dance performances.

Alcohol sales are not covered. The hall's Premises Licence excludes the sale of alcohol. If you intend to sell alcohol or run an activity that may need separate permission or licensing, contact the bookings team before advertising or committing to the event.

Activities and suppliers

If you are planning an activity that may affect the building, flooring, safety, noise levels or other hall users, describe it when booking. The committee may place reasonable conditions on activities or equipment to protect people and the hall. This is particularly important for inflatables, performances, specialist equipment, caterers and other third-party suppliers.

Respectful use

Willington Village Hall is a community facility. Hirers and guests are expected to treat other users, volunteers, neighbours and the building with courtesy. Serious or repeated misuse, unsafe behaviour or failure to follow agreed conditions may affect future bookings.

Contact and reporting problems

Address	Willington Village Hall, 6 Twyford Road, Willington, Derbyshire, DE65 6DE
Telephone	07442 684999
Email	willingtonvillagehall@gmail.com
Website	www.willingtonvillagehall.org

Charity number: 517481

*This guide should be read alongside your booking confirmation and any additional conditions communicated by the Village Hall.
On-site safety signs and emergency instructions take priority where applicable.*

END-OF-SESSION CHECKLIST

Before you leave, please take a final walk through every area you have used. This checklist is designed to help you leave the hall ready for the next booking.

- ✓ **Floors, kitchen, toilets and shared areas are CLEAN AND TIDY and ready for the next hirer.**
- ✓ Tables have been wiped and tables/chairs are returned safely to their original positions.
- ✓ Any equipment, props or belongings brought in for the event have been removed.
- ✓ All decorations have been removed carefully with no marks or residue left behind. No sellotape has been used.
- ✓ **ALL rubbish has been placed in the outside wheelie bins around the side of the building; if the bins are full, excess rubbish has been taken home.**
- ✓ Recycling has been taken home.
- ✓ All taps have been turned off.
- ✓ Internal doors are closed as required.
- ✓ All non-sensor lights are switched off.
- ✓ Any windows opened during the booking are closed and locked, and the window key is returned.
- ✓ Heating has been reset to 20°C if you adjusted the thermostat.
- ✓ The hall key has been returned to the outside lock box.
- ✓ The car park gate has been closed.
- ✓ Both main entrance doors are closed and locked securely.
- ✓ Any damage, breakage, accident, incident or fault has been reported to the bookings team.

Thank you. By leaving the hall clean, tidy, secure and ready for the next group, you help us keep Willington Village Hall welcoming, affordable and well cared for.

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