

Hatley Parish Council

Hatley Village Hall Access Statement

Hatley Village Hall is provided for the community of Hatley and is also available to hirers within the surrounding area. The Hall can be hired for private and commercial use and community events. The Hall is leased from Hatley Park Estate by Hatley Parish Council. Hatley Parish Council is responsible for all aspects of the Hall including hall bookings but excluding structural components or external areas. This Access Statement will be reviewed annually, or sooner if deemed necessary by the Chair of Hatley Parish Council.

Access to the hall

All lettings are made at the discretion of Hatley Parish Council and only on the receipt of a signed Booking Form and Hire Agreement by the Booking Clerk. The Village Hall is available for hire between the hours of 8.30 am and midnight every day of the week. The booking calendar is kept updated on the website www.hatley.info/village-hall, where you will also find the booking form.

Arrival and car parking facilities

The Hall is located at 1 Main Street, Hatley St George, SG19 3HW. The Hall has a pedestrian and vehicle access which is flat and even. The open plan car park is located at the front of the hall, with approximately sixteen parking spaces available to Hall users.

Public areas – general

There are three large steps at the front entrance to the Hall, however ramp access is available on request to the rear of the hall. The rear access to the hall is via a flat and even path on the left-hand side of building. Once inside the hall, access is level throughout. All areas of the Hall are non-smoking areas.

Public areas – toilets

There are three unisex toilets located at the front of the hall, each containing their own wash basin, mirror and electric hand-dryer. One of the toilets has been adapted for use by wheelchair users and people with mobility issues. This toilet also contains a baby changing unit. Access is level throughout.

Public areas – kitchen and bar

There is a microwave oven, tea urn and kettle available for use in the kitchen. A small fridge and large drinks chiller are located in the bar area, however the fridge can be relocated with ease to the kitchen area, if required. The worktops in the kitchen and bar are at a height where wheelchair users may have some difficulties.

Hall hire restrictions

The capacity of the Hall must not be exceeded for health and safety reasons. The maximum seating capacity is 85 people. The maximum standing capacity is 120 – with minimal furniture in use. In the event of there being a public function, where there are less than 80 people one steward will be required and where there are 80 to 120 people, two stewards will be required. All stewards must familiarise themselves with the booking conditions. No person(s) under 21 years of age will be allowed to hire the Hall in his/her own right. If Hatley Parish Council decides to allow such a booking, then a responsible parent or guardian on behalf of the said person(s) must be in attendance at all times and must sign the Booking Form.

Contact information

The Booking Clerk can be contacted by email to clerk@hatley-pc.gov.uk or by telephone on 07591 346835. Further information, including photos, are available on the website www.hatley.info/village-hall.

Formally adopted at the ordinary meeting of Hatley Parish Council on Tuesday 21st January 2020 and revised at the Annual General Meeting held on 20th May 2025.

This policy will be reviewed annually.