#### logo

Public Access Statement

1. The Hall is open for use by the local community and organisations every day of the week throughout the year, normally between 0900-2200 (over 90 hours per week). However, times are flexible and negotiable. All Users require prior booking using the Catisfield Memorial Hall Booking Form which includes User Instructions.
2. Keys to the gate and Hall are provided to regular users. One-off users can obtain keys from the Booking Secretary and arrangements for this will be made at the time of booking.
3. The Hall is used by a variety of regular groups as well as one-off bookings for children’s parties, social functions etc. It is also used as a Polling Station.
4. The Management Committee will continue to promote the use of the Hall to other local community associations and individuals through its Website, Facebook page, leaflets, by word of mouth, ensuring the notice board is kept up to date, using Catisfield & Fareham Websites, the Catisfield Village Association newsletter plus local media and any other identified avenues with the aim of maximising use and encouraging innovative activities and services for the local community.
5. The Hall can be booked by contacting the Booking Secretary by phone or email, messaging via Facebook or the Website. Details of these contacts are at the back of this file.
6. Restrictions that prevent use of the Hall are related to Health & Safety and Fire Safety. These include:
* Maximum numbers – 100 if either standing or seated theatre-style with both centre and side aisles
* 90 if seated at tables.
* Booking Form stipulates safeguarding requirements for children and vulnerable adults, insurance requirements for non-charitable regular users plus any other actions required to ensure users’ safety.
1. Priority will be given to local residents and community organisations.
2. Users are responsible for obtaining any licenses required with regard to alcohol on the premises.
3. There are three levels of charges for use, and these cover heating, lighting, water, sewerage, cleaning and waste disposal:
* Regular bookings for more than 80 hour per calendar year.
* Other regular users.
* One-off users, including a minimum hire of 3 hours and a returnable deposit.
* Payment to be made at the time of booking.
* Hire conditions are found on the booking form.
1. Copy of the Booking Form and User Instructions at Annex A
2. Up to date charges can be found at the back of this file.

Change Record

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| **Date of Change:** | **Changed By:** | **Comments:** |
| 1 AUG 17 | PMB |  |
| 30 Aug 2020 | THL |  |
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