

Tackley Village Hall

Issue 2 : 2012



Tackley Village Hall (TVH) is a registered charity (number 304382), run for the benefit of the village. It is sited adjacent to the village shop, playing field and children's playground. It offers facilities for hire, including a large function room linked with a quiet area, a coffee shop, a fully equipped kitchen and bar, a smaller committee room, a stage and changing rooms. The Hall has an alcohol licence.

The Hall can be hired for morning, afternoon, evening or all day sessions. Besides being used regularly by village groups, such as Beavers and Scouts, History and Horticulture, it is frequently booked for a range of activities including:

- Wedding receptions
- Anniversaries and parties
- Collectors' fairs
- Craft fairs
- Sports and training events
- Amateur dramatics
- Holiday clubs
- Business meetings

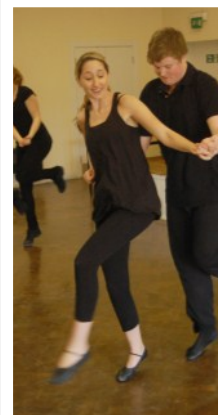
Cricket and football matches may be accommodated by courtesy of the respective Tackley Clubs and we especially welcome bookings from Schools and Youth Groups during the school holidays.

If you are looking for a suitable venue for your event or club, why not give us a call.

Tackley Village Hall Facilities:

- Large main hall with bar facilities, main kitchen and stage with lighting and dimmer facilities
- Meeting room for 12 to 14 people
- Adjoining café room with seating and kitchenette
- Two good changing rooms with showers
- WiFi access in the main hall and meeting room
- Car park

Tackley Village Hall



Main Hall

The main hall measures approximately 46ft x 30ft and is an ideal room for a wide range of events. It is a very versatile space and can be decorated to suit different themes and purposes. There are 8 round tables (122cm / 5ft diameter) and 8 rectangular tables (140cm x 80cm). Up to 100 people can be accommodated when tables are in use. Up to 120 people can be seated for theatre style events. WiFi access is available in the main hall.

The main hall leads into a quiet area which looks out over the playing fields. For summer events marquees can be erected to extend the covered space available.

There is a small bar area with glasses and a large refrigerator. Tackley Village Hall holds a licence to sell alcohol and a fee of £20 is charged if hirers wish to make use of it. Please note that the law has recently been changed and now requires a named person to take responsibility for overseeing the sale of alcohol.

Please note: Alcohol cannot be sold on TVH premises without either a Temporary Events Notice from WODC or use of the TVH licence.

There is also a well stocked kitchen available for use. It has a domestic size cooker, a small microwave oven, a refrigerator and freezer, and a water urn. Simple table ware and cutlery are available. These items can also be hired for home use if not required for hall events. For larger events, access can be provided to a dish washer which is sited in the café area kitchen.

While we make every effort to ensure that cleaning materials are available we would advise bringing tea towels when larger numbers are attending.



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Café Room

The self-contained café room is approximately 40ft x 10ft (including kitchen area) and has a pleasant outlook and direct access to the children's play area - ideal for keeping an eye on your children whilst they play outside. The room has its own small kitchen area and works on a self-service basis for teas and coffees. Soft drinks and light refreshments can be purchased from the shop. Simple catering can be arranged for more formal occasions on request. Café tables and chairs to seat up to 20 people are included.

The café can be accessed during shop opening hours up to 5:00pm, when it is closed for cleaning. Access and facilities for disabled people are available. It can also be booked for private day, evening and weekend use.



Committee Meeting Room

The meeting room is approximately 22ft x 14ft and furnished with a conference style table and chairs. It can seat up to 16 people. The room has WiFi access, a clear wall for use as a screen for projectors and a flip chart holder is available. It is an ideal setting for small meetings as well as one to one sessions.

Limited catering can be arranged on request. Unfortunately there is no access for wheel chair users to this room as it is sited up stairs.



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SCALE OF HIRE CHARGES EFFECTIVE FROM 1 MARCH 2011

The Main Hall, Café Room, Meeting Room and Changing Rooms are available for hire separately or together. They are normally hired for one or more of the following sessions:

TABLE OF SESSION LENGTHS

SESSION	MAIN HALL COMMITTEE ROOM CHANGING ROOMS	CAFÉ ROOM – FOR AVAILABILITY PLEASE ENQUIRE (SUNDAY SESSIONS AS PER MAIN HALL)
Morning	08:00 to 13:00	Monday to Saturday - limited availability - please enquire
Afternoon	13:00 to 18:00	Monday to Saturday - limited availability - please enquire
Evening	18:00 to 23:45	19:30 to 23:45

NON TACKLEY RESIDENTS

Charges for commercial activities and bookings from organisations or individuals from outside Tackley are shown below. Bank Holidays will be quoted upon request. Concessions will be considered for block bookings.

MAIN HALL	£10 per hour - minimum charge £50, other than Friday or Saturday evening when the charge is £100
MAIN HALL PLUS OTHER FACILITIES FOR WEDDING RECEPTIONS	£250 Saturday or Sunday
COMMITTEE ROOM/CAFÉ	£10 per hour - minimum charge £50

TACKLEY RESIDENTS AND FAMILIES WITH CHILDREN AT TACKLEY SCHOOL

CATEGORY	MAIN HALL	CAFÉ/COMMITTEE ROOM/ CHANGING ROOMS
Village groups making regular bookings	Monday to Friday - £4 per hour - min £12 Saturday/Sunday - £6 per hour - min £18	£3 per hour - min £10 £4 per hour - min £12
Parties, shows, dances, discos, fund raising events	Morning or afternoon sessions - £25 Evening sessions - £50 Other than Friday and Saturday evenings - £75	Morning or afternoon sessions - £15 Evening sessions - £25
Wedding receptions	£150 Saturday or Sunday	Included
For Business purposes	£4 per hour - min £25 Other than Saturday/Sunday £6 per hour - min £25	£4 per hour - min £25 Other than Saturday /Sunday £6 per hour - min £25

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SCALE OF HIRE CHARGES EFFECTIVE FROM 1 MARCH 2011

CROCKERY/CUTLERY, HIRED OUT IN SETS

One set consists of 1 dinner plate, 1 side plate, 1 pudding bowl, 1 knife, 1 fork and 1 spoon.

Charged at £6.00 per set of 10 plus £5.00 per set of 10 deposit.

Any breakages will be deducted from deposit when returned.

All crockery and cutlery hiring should be paid for in advance of event.

MARQUEE HIRE

MARQUEE SIZE	HIRE RATE EACH	HIRE RATE FOR ALL 3
10m x 4m	£45.00 / Weekend	£120.00 / Weekend
8m x 4m	£45.00 / Weekend	
6m x 6m	£45.00 / Weekend	

Time extensions negotiable. For Marquee hire, contact Vanessa Langton on 01869 331885.

Download a Marquee Hire Agreement Form from www.tackleyvillage.co.uk/tvtvh.html

The Hire Agreement Form also lists the terms and conditions.

SERVICES TO DELIVER, ERECT AND REMOVE MARQUEES

Mr Ashleigh Hewson can provide his services to deliver, erect and remove marquees should the hirer need them:

Collection, put up, take down and return of 10m x 4m tent: £85.00

Collection, put up, take down and return of 8m x 4m tent: £85.00

Collection, put up, take down and return of 6m x 6m tent: £85.00

All above prices are within a 10-mile radius of Tackley.

Party tents are put up correctly and safely with guide ropes and ballast weighting for hard standing areas.

Site visits are available and recommendations for tent locations.

For further details, please contact Ashleigh Hewson on 07790 465 775.

TABLE AND CHAIR HIRE

8 round tables (122cm / 5ft diameter) and 8 rectangular tables (140cm x 80cm) available for hire subject to availability.

Tables charged at £6.00 per table.

Chairs charged at 1-10 £2.00 each / 11-30 £1.50 each / 31 upwards £1.00 each.

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ENQUIRIES AND BOOKINGS

Bookings taken by phone between the hours of 6:00pm and 8:00pm each evening, but please not on Sundays.

It will be appreciated if enquiry phone calls are also kept to these times.

Enquiries can be directed via email anytime.

To check the Hall's availability in advance, you can see our current bookings by viewing the TVH Diary on-line at www.tackleyvillage.co.uk/tvtvh.html

SERVICE	CONTACT	TELEPHONE	E-MAIL
BOOKINGS	Bill Denver	01869 331 614	bookings@tackleyvillage.co.uk
EVENTS	Bill Denver	01869 331 614	events@tackleyvillage.co.uk
MARQUEE HIRE	Vanessa Langton	01869 331 885	marquees@tackleyvillage.co.uk
MANAGEMENT	Barbara Vaughan	01869 331 609	management@tackleyvillage.co.uk

Please note: The sale of tickets for any event is handled by the events organiser and not by Tackley Village Hall.

The full postal address for Tackley Village Hall is:

Tackley Village Hall, Medcroft Road, Tackley, Kidlington , Oxfordshire, OX5 3AH

Links to Google maps are available on the Tackley Village website at www.tackleyvillage.co.uk/tvtvh.html



www.tackleyvillage.co.uk