



# Garvald Village Hall

## Information Pack



## History of the Hall

Garvald Hall was built as a Free Church c. 1843 and then became the church hall when the Free Church and Parish merged. When no longer required for its original purpose, a Village Hall Trust was formed and the building was purchased from its former owners.

Today, a Management Committee are responsible for the upkeep, ongoing maintenance and day to day running of the hall. Over recent years thanks to much support from local residents, the hard work of many different committee members and various generous grants, the hall has benefitted from a variety of upgrades including re-roofing, a new toilet block and excellent kitchen facilities.



We are delighted that such a super venue, in a lovely rural setting, is available for use by local residents and non-residents; all are welcome. It can be hired for meetings, classes, children's parties, wedding receptions, ceilidhs and many other recreational or leisure pursuits. It is a vital part of the community – a venue bringing social events for everyone to enjoy.

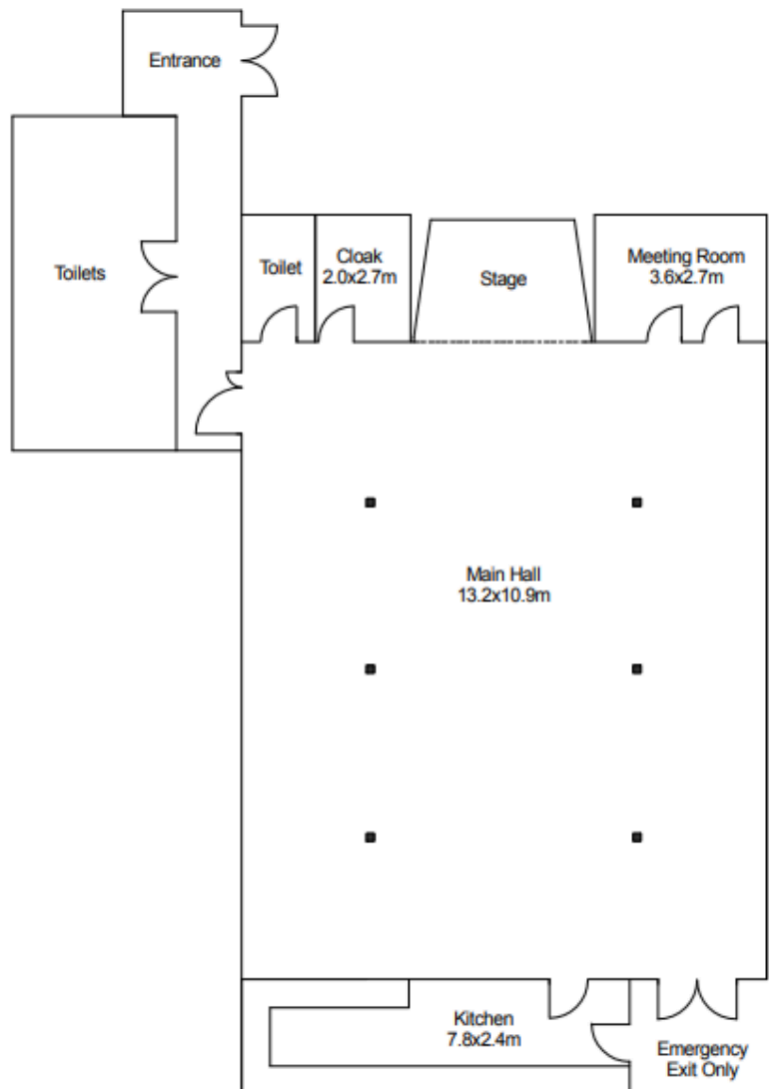
## Hall Facilities

Garvald Village Hall is available for hire and can be used for many different occasions. The hall can be hired by the hour for a simple meeting or a children's party right through to an entire weekend hire for a wedding or larger event.

The hall itself is situated in the centre of Garvald opposite the play park and is accessed via a tarmac drive with lighting. There is an 'orchard' adjacent to the hall which can also be used by hirers as long as permission is sought from East Lothian Council. The Orchard is spacious enough to accommodate a small marquee should this be required.

On entering the hall there is a small hallway which leads into a corridor off which are the ladies and gents toilets. At the end of the corridor the door opens into the main hall which is 10.9 metres wide x 13.2 metres long.

There is a stage at one end of the hall with a small meeting room to one side and disabled toilet to the other. The opposite end of the hall leads into a well appointed kitchen.



## Hall Equipment

The hall has available the following furniture which can be used as part of the hire fee;

- 120 no. Upholstered banqueting chairs (90 no. New, timber framed and 30 no. Old metal framed)
- 8 no. Circular folding tables 183 cm diameter
- 10 no. Large rectangular folding tables 180 x 76 cm
- 7 no. Small rectangular folding tables 80 x 76 cm
- 2 no. Mobile 'Bar' units, 1 no. 240 x 48 x 116 cm high and 1 no. 243 x 60 x 116 cm high can be used for serving from or can be removed from hall into small meeting room if not required

In addition there is a PA System and microphone available for use.

The Kitchen contains;

- 1 no. Fridge Freezer Simple shelved fridge 50 x 80 cm high internal size, freezer has 3 drawer, 43 x 60 cm total internal size
- 1 no. Shelved cold cabinet
- 1 no. Commercial plate warmer
- 1 no. Large double oven and six ring hob (calor gas) hob is 90 cm wide, internal oven size is 70 x 40 cm
- 1 no. Small dishwasher
- Double sink
- Small handwash sink

There is also a variety of cutlery, crockery and mugs which can be used however hirers should note there are not full matching sets and quantities of each cannot be guaranteed.



Please see below examples of previous events:



## Hall Hire Costs

| Period of use                                              | Garvald Parish Residents                               | Non-Garvald residents/organisation                      |
|------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------|
| Hourly rate                                                | £15.00                                                 | £30.00                                                  |
| Whole Day (normal working hours, from 09:00 – 17:00 hours) | £105.00                                                | £210.00                                                 |
| 24 Hours                                                   | £300.00                                                | £600.00                                                 |
| Hall use from 10:00 Friday – 12:00 Sunday                  | £1,200.00 (including £300 refundable Security Deposit) | £2,500.00* (including £750 refundable Security Deposit) |

- Price includes 2 site visits. Thereafter, site visits will be charged at £19.00 per hour.

1. To book the Hall, the Hirer must complete a Booking Form which will be provided upon request. The signed completed Booking Form must be returned to the Bookings Secretary and the appropriate fee paid. For bookings of 24 hours or more, the following non-refundable deposit must be paid to secure the booking:-

| Period of use    | Garvald Parish Residents | Non-Garvald residents/organisation |
|------------------|--------------------------|------------------------------------|
| 24 Hours         | £75.00                   | £150.00                            |
| 32 Hours or more | £150.00                  | £300.00                            |

2. All hall hires include heating and kitchen facilities.
3. Where an event finishes later than 2200 hours, clean-up must take place the following day.
4. All used bottles and cans must be placed in the recycling bins and not in the general waste bins. Please do be considerate to local residents when emptying the bottles and cans. Cigarette ends must be placed in the receptacle provided.

*Please note, the above fees are subject to annual review*

## Additional Information

- Please note Garvald Village Hall does not have a license for the sale of alcohol. Should you wish to sell alcohol at your event, a license must be obtained from East Lothian Council which can take up to 50 days.
- Garvald Village hall has WIFI available.
- For permission to use the Orchard, please contact East Lothian Council through [bookings@eastlothian.gov.uk](mailto:bookings@eastlothian.gov.uk)  
A small fee will be charged.
- Please note, music is not permitted to be played outside of the Village Hall (including the Orchard) after 7:00PM. After this time, all music must be played inside the hall.
- Marquee's can be hired for use in the Orchard, the Village uses the company below for events;

*Myreton Marquee Hire  
Northrig Farm  
Haddington  
Tel – 01620 825342*