



Re: CROADS and Victory Hall

[REDACTED] - Chigwell Parish Council [REDACTED] >

Date Thu 04/09/25 11:49 AM

To [REDACTED]

Cc [REDACTED]

Dear [REDACTED]

Thanks for getting in touch and for everything CROADS brings to Chigwell. We know how much effort goes into putting on a show.

A few clear answers to your points:

Hire charges / waiver

You're not on the full commercial rate that applies to some organisations who charge for entrance. We want to support you, but the Council also has to cover its running costs. Your request to waive the fees for Sundays 14, 21 and 28 September 2025 will go to the Finance & Governance Committee to decide. (The Clerk doesn't have the authority to waive fees.) You can also apply under our Community Use Policy for a discounted rate; just note any discount is calculated from the commercial rate.

Kitchen and lighting

Kitchen works have been delayed due to a grant application but the start is in the process of being scheduled (after your run). The stage/front-facing lights were removed after a safety inspection found a risk. Many users don't need stage lighting and we have to focus spend where it helps the most, so we can't promise replacements at the moment

Advertising / signage

- A temporary 6ft x 3ft board by the entrance needs written approval. We'll confirm the right approval route (delegated or Full Council) and put that in writing
- The large permanent noticeboard on the right is currently used by the Hub, so any use would need an agreement with them
- Posters in the Parish noticeboards are fine, please supply them to Jason

Licensing

Noted

Capacity and safety

Our T&Cs allow up to 200 people in principle, but the actual number is set by your own risk assessment for the specific event, e.g. wheelchair yoga would be far below 200, while a standing talk might be higher. We don't set the number for you. Please send us a copy of your final risk assessment (and a seating plan if seated) for our records. If you're aiming for 136 seats for Abigail's Party, just make sure your documentation shows that's safe and compliant.

We really value what you do and want to keep making Victory Hall work for you and for everyone who uses it. If you'd like a hand with the Community Use application or with the risk assessment/seating plan, we're happy to help.

Kind regards,



Acting Clerk to Chigwell Parish Council
Hainault Road
Chigwell, IG7 6QZ



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We have considered the amount of the hire charges for Victory Hall in view of the facilities that are currently provided compared with those in previous years. The charges increased considerably in January 2024 but the hall has been without a useable kitchen for some time and most of the lights above the stage and those facing the stage from within the hall have been removed and not replaced, with the result that there is now very little lighting there. This means that we have to hire more lighting than previously. A goodwill gesture was made by reducing the hourly charge by £5 from November 2024 but we believe that the current charges are still more than they should be, taking account of what is provided. We should therefore be grateful if this request for a review of the hire charges could be forwarded to the appropriate councillor(s).

Might we suggest that, as there will presumably be no change to the provision of a kitchen or lighting in the immediate future, the charges for our hire of the hall on Sundays 14, 21 and 28 September could be waived?

In accordance with the Terms & Conditions of hire we hereby apply for the following permissions in respect of our next show, Abigail's Party, from 9 to 11 October 2025.

Advertising (13.1)

May we please erect a notice board measuring 6ft x 3ft on the ground to the left of the entrance, as we always have done, advertising the show? The poster on the board will be based on the attached advertising leaflet.

In previous years we have also been able to attach a similar poster to the permanent noticeboard to the right of the entrance, measuring 8ft x 4ft. May we please have permission to do so again this year?

Licences (4.3/4.35)

We confirm that we will apply for a Temporary Event Notice.

Maximum capacity (2.1)

We would ask that the current limit of 120 people allowed in the hall at any time is reviewed.

Taking into account cast, backstage and band members for musicals our audience would have to be restricted to 110, which makes it impossible to cover the costs. To be tenable, we would require 136 seats and should be grateful to know how the limit of 120 people in the hall was arrived at and whether it can be increased.

Kind regards

