Fivehead

VILLAGE HALL

Weddings

Your reception in the heart of the village, with the whole building to yourselves.



Your day, your way, in the heart of the village

Fivehead Village Hall is a bright, airy hall with a wooden floor, a committee room with its own bar, a full kitchen and the recreation ground on the doorstep. You hire the whole building and bring it to life with your own caterer, music and style. We look after the building.



Keys and handover

We meet you at the start of your hire to hand over the keys and show you round the building, and again at the end to check it. If something goes wrong with the building during your hire, you have a number to call.

The whole building is yours

The main hall, committee room and bar, kitchen, foyer, toilets, changing rooms and showers, and the car park are all yours, with no other bookings. From September to May the football pitch is booked on most Saturday mornings, and the club uses the car park and changing rooms until 1pm. From June to August there is extra parking on the grass when it is dry, and you can add a marquee (see page 8). The recreation ground stays open to the public.

Every booking helps the village

The hall is owned and run by a village charity, Fivehead Village Hall & Park. Your hire goes straight back into looking after the hall and the park for everyone in Fivehead and Swell.

Room for everyone

80	150	21	0
seated for a meal on our round tables	people at most in the building	parking spaces, more when it is dry	steps from the car park to every room

Being checked. Seating and equipment numbers come from our last inventory. We will confirm exactly what you can use when you book.



The main hall

Bright and spacious, with a wooden floor, underfloor heating and glass doors onto the recreation ground. Room for a meal for up to 80 on our round tables, with space for a dance floor and a band.



Committee room and bar

A smaller room with the bar. It works well for a drinks reception, a quiet corner for older guests or somewhere for children to settle.



The kitchen

A full catering kitchen with a commercial double oven, a bain-marie, a dishwasher and a serving hatch into the committee room.



Foyer, toilets and showers

Level access from the car park, a foyer with coat pegs, baby changing and a hearing loop. Changing rooms with showers, and an accessible toilet and shower room, are handy for getting ready.

Everything to seat, feed and look after your guests

All of this comes with both the weekend package and the day rate. Your caterer may bring their own tableware too.

Being checked. These numbers come from our last inventory. We will confirm in writing exactly what you can use when you book.

Tables and chairs

- Ten round tables, 1.5 metres across, each seating eight
- Fourteen long tables for a top table, buffet, cake and gifts
- 111 chairs inside, most of them upholstered banquet chairs
- 72 folding wooden chairs that can go outside for a ceremony on the grass

Kitchen and tableware

- Commercial double oven and hob, a bain-marie to keep food hot, and a tea urn
- Dishwasher, fridges and a freezer
- Tableware for 80: dinner plates, side plates, dessert bowls, cups and saucers, wine glasses, tumblers, water jugs and cutlery

Also included

- A pull-down screen for photos or speeches, and Wi-Fi
- The changing rooms and showers, for getting ready (not on football mornings)
- The car park, and parking on the grass from June to August when it is dry
- A walk-round at handover, and a number to call about the building
- A professional clean after you leave, arranged by us



The main hall set for a wedding, with a top table and round tables.

Things to bring or hire in

- Tablecloths, napkins and chair covers
- Flowers, centrepieces and decorations
- A PA, lights and sound, which your band or DJ brings
- Extra tableware if you have more than 80 guests
- A marquee, if you want one (see page 8)

Your ceremony

Marry nearby, celebrate here

The Village Hall is not licensed for the legal part of a wedding. Many couples do the legal part elsewhere, then hold the ceremony and celebration with all their guests here. The Crown Inn, the village's 16th-century pub, is a good place for drinks before or after.

St Martin's Church

Fivehead's Grade I listed parish church is a short walk from the hall. Church of England weddings are arranged with the parish, so speak to the vicar about marrying there.

Register office

The Somerset Registration Service offers simple ceremonies with two witnesses, on another day if you like. Give notice at least 29 days before.

A celebrant, here

A celebrant can lead a ceremony as personal as you like, in the main hall or on the recreation ground with our wooden chairs set out on the grass.

The shape of the day

A wedding weekend, from keys to clear-up

Friday, 2pm	Collect the keys and walk round the building with us. Then set up and decorate.
Saturday, from 9am	Your caterer, florist and band can arrive.
Through the day	Ceremony, drinks, your meal, speeches and dancing.
11.30pm	The music stops and the bar closes.
Midnight	Everyone has left and the building is locked.
Sunday, until 5pm	Clear away at your own pace, then a quick check of the building together.

With the day rate, the building is yours from 9am to midnight, and you clear away from 9am to 11am the next morning. From September to May the football pitch is booked on most Saturday mornings. The hall is still yours from 9am, but the football club uses the car park and changing rooms until 1pm, so parking is limited until then.

Your caterer, your band, your style



Food

Choose any caterer or food van. Professional caterers need to be registered with their local council and insured, and we will ask for their food hygiene rating when you book. Friends and family can cook for your guests too. Just tell us what you are planning.

Drinks: three ways to do it

1

We run the bar

Our volunteers run a cash and card bar until 11.30pm. You can put money behind the bar for your guests, and the profit goes to the hall.

2

Your own drinks, free

Give drinks away free, from a welcome glass to wine with the meal and the toast. No licence is needed and we charge no corkage.

3

Your own bar company

A mobile bar that sells drinks needs its own Temporary Event Notice from Somerset Council (£21, at least 10 working days before) and its own insurance.

Children are welcome everywhere except the bar area while the bar is open, which is a condition of our licence.

Music and dancing

Bands and DJs are welcome in the main hall. The hall is licensed for live and recorded music, and our music licence covers the copyright, so you need no licences of your own. The music finishes at 11.30pm, and we keep the doors and windows closed while it plays, for our neighbours.

The band or DJ plays inside the hall, not outside or in a marquee. Quiet background music in a marquee is fine. The hall has no PA, so your band or DJ brings their own, and their electrical kit needs to be PAT tested or less than a year old.

Outside

The recreation ground next door



Photos, games and a ceremony

Step outside for photographs, lawn games or a ceremony on the grass.

June to August

There is extra parking on the grass when it is dry, and you can add a marquee for a daily pitch fee (see page 8). The ground stays open to the public.

September to May

The football pitch is booked on most Saturday mornings. The hall is still yours, but the club uses the car park and changing rooms until 1pm. There is no marquee or parking on the grass in these months.

Parking

21 spaces at the hall. From June to August, when the ground is dry, extra parking on a marked area of the grass, with two of your guests helping. Please avoid Stowey Road and gateways.

Good to know

A few house rules

- Name one adult in charge on the day. They stay sober and walk round with us at handover: fire exits, the alarm and the assembly point in the car park.
- Decorations can stand on their own or tie on with string. No pins, nails, staples, tape or Blu Tack on the walls.
- No confetti or glitter, inside or out.
- LED candles only. No fireworks, sky lanterns or open flames.
- Smoking and vaping outside only, away from the doors.
- Take your rubbish and recycling home, or ask us to book a licensed waste firm to collect it, at cost.
- Tidy up, wash up and stack the furniture. We do the full clean.
- No overnight stays, camping or campervans.
- Bouncy castles and other inflatables only with our agreement and the operator's insurance.
- Every supplier needs £5 million public liability insurance. We recommend wedding insurance for you.
- Please leave quietly. Taxis can collect from the car park.

Adding a marquee

Most weddings fit comfortably in the hall. If you want more room, a marquee is possible from June to August. The ground is a public park, so people may walk past, but your marked area is yours while the marquee is up.

Hire a marquee company

The company delivers the marquee, puts it up, looks after it and takes it down. It is the simplest way, and the one we recommend for a sit-down meal.

A pitch fee for each day

Every day the marquee is on the grass

Hire our marquee

Our 9m by 12m marquee. You book and pay a firm or a crew we agree to put it up and take it down, not our volunteers.

A weekend hire fee, plus the pitch fee

You look after it while it is up

Who does what

Choosing the spot	We do, away from the pitches, hedges and anything buried.
Putting it up and taking it down	Your marquee company, or for ours, a firm or crew we agree, paid by you. Never our volunteers.
Insurance	Your marquee company, with £5 million cover. For our marquee, you cover any damage.
Paperwork	A site plan and risk assessment, sent to us at least four weeks before.
Lights, heat and power	Your marquee company. Any cable from the hall must be agreed with us first.
Bad weather	The marquee company decides if it is safe to use. If not, everyone moves into the hall.

On the ground

- Put up and taken down between 8am and 7pm, or 10am and 4pm on Sundays. Every day on the grass counts.
- Pegs only inside the area we mark out, as a power cable and land drains run under the edges of the field.
- Vehicles on the grass only when it is dry, on a route we agree.
- Guests can use the marquee until 11pm, with quiet background music until 10pm. The band and dancing are in the hall.
- Your guests use the hall toilets, so you do not need to hire any.
- Peg holes filled and the grass left as you found it. Repairs come out of your deposit.

Questions couples ask

Anything else, just ask when you visit.

What time does the music stop?

The band or DJ finishes at 11.30pm, and everyone leaves by midnight.

What are the marquee hours?

Guests can use it until 11pm, with quiet background music until 10pm. Bands and DJs play in the hall. It goes up and comes down between 8am and 7pm, or 10am and 4pm on Sundays.

Do we need to hire a dance floor?

Not in the hall, as its wooden floor is your dance floor. If you want one in a marquee, your marquee company can lay one on the grass. Bands and DJs play in the hall, so talk to us about music in a marquee.

Is the park ours for the day?

No. The recreation ground is a public park and stays open, so people may walk by. Your marquee and parking area is marked out for you.

Can we decorate the day before?

Yes. With the weekend package the building is yours from 2pm on Friday. With the day rate, you can book the evening before.

Can we leave things overnight?

Yes, with a wedding weekend. The building is locked overnight and CCTV covers all the entrances, but things are left at your own risk.

Can we put things on the walls?

No pins, nails, tape or Blu Tack. Decorations can stand on their own or tie on with string.

Can we marry outside?

You can hold a celebrant-led ceremony on the grass, with our wooden chairs set out. The legal part happens at a church or register office.

Is the hall warm?

Yes. The whole building has underfloor heating.

Can we bring our own drinks?

Yes, if you give them away free. There is no corkage charge.

What if it rains?

The hall is your wet-weather plan, a few steps from the grass.

Can we have sparklers or confetti?

No sparklers, fireworks, sky lanterns, confetti or glitter. Sparklers count as fireworks, which our insurance does not cover.

Can guests stay over?

No. There are no overnight stays, camping or campervans.

Where can children play?

On the recreation ground and the games court. The play area is closed for repairs at present.

Is the hall accessible?

Yes. There is level access from the car park, an accessible toilet and shower room, and a hearing loop.

Can a food van come?

Yes, if it is registered with its council and insured. We agree where it parks.

Do we need insurance?

Your suppliers need £5 million public liability insurance. We recommend wedding insurance for you.

Who do we call on the day?

We give you a number to call about anything to do with the building.

Booking your wedding

Choose the weekend package or the day rate. Ask us for our current price list. Your price is fixed in writing when you book, and Fivehead and Swell residents pay less.

Weekend package

Friday 2pm to Sunday 5pm. Set up on Friday, celebrate on Saturday, and take your time clearing away on Sunday. June to August.

Day rate

9am to midnight, then clear away from 9am to 11am the next morning. All year. Additional hours can be booked. On football Saturdays the car park is shared until 1pm.

Add what you need

- Additional hours, for example the evening before a day booking, or longer to clear away
- A marquee pitch on the recreation ground, June to August
- Hire of our own 9m by 12m marquee
- Rubbish collection by a licensed waste firm

When you can book

Wedding weekends run from June to August. From September to May the football pitch is booked on most Saturday mornings. The hall is still yours from 9am, but the club uses the car park and changing rooms until 1pm. We check the fixtures with you before you pay anything.

If you need to cancel

More than six months before: we keep the booking fee only. Six months to eight weeks: half the hire fee. Less than eight weeks: the full hire fee. If we re-let your date, we refund what we can.

If we have to cancel

In the rare event we cannot go ahead, you get everything back. Wedding insurance is worth having for anything else.

How to book

1 Visit

See the hall and talk through your plans with us.

2 Book

A booking fee secures your date and fixes your price.

3 Plan

Send us your final plans about three months before.

4 Confirm

Eight weeks before: final numbers, the balance and a refundable security deposit.

5 Celebrate

Your deposit comes back within 14 days of our check.

Fivehead
VILLAGE HALL & PARK

Like what you see? Ready to book?

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