

Hirers Information Sheet

Opening and Closing the Village Hall

The Village Hall keys will be available from Jenny Green and, after locking up, must be returned to her immediately.

Please telephone 01371 870402 in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the Village Hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Safety

The Village Hall has a No Smoking Policy.

In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Village Hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in a tidy manner.

The Village Hall's health and safety file is kept in the kitchen

A first aid box is located in the kitchen

Power Circuits/Heating

The heating controls are located on the wall by the kitchen door. Do not adjust individual radiators/heaters as this will result in the Village Hall being too cold or hot for subsequent users. The heating controller is normally set to 15 °C. It may be increased whilst the Hall is occupied but must be returned to 15 °C before the Hall is vacated. Please warn your guests, band or disco of this.

Telephone Availability

The Village Hall has no telephone and the nearest one (which does not take coins) is located on Duck street at the corner of Manor Road. You are therefore advised to bring a fully charged mobile telephone for use in case of emergency.

Car Parking

The lane leading to the Village Hall is a public bridleway and this must not be obstructed. Please observe the speed limit. The Village Hall car park will accommodate a good number of cars if they are parked sensibly.

Cars are not allowed on the grassed area or the playing field.

Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the Village Hall clean and tidy and take all waste home. In particular we ask you to ensure table tops are wiped clean before being stacked in the store room.

Faults/ Damage/ Comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The Management Committee welcomes comments or observations that you may have about your hire of the Village Hall.

Location and Use of Fire Equipment for Hirers

