



INFORMATION FOR USERS

In case of difficulty, telephone 07394 894258 or 07546 082324

Opening the hall

The hall will be open when you arrive. There may have been a preceding event so please ensure that any outside caterers, contractors and bar staff are aware of the start time of your booking, and that they will not be able to enter before this.

In case of difficulty, telephone 07394 894258 or 07546 082324.

Before your event

To assist you in managing your event safely, please study the plan of the hall on the back page showing the fire exit and fire extinguishers, and use the accompanying checklist.

After your event

Guests are expected to vacate the premises within fifteen minutes of the end of a booked period. After midnight 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.

If you have used kitchenware, crockery or cutlery please wash up and stack tidily.

Please leave the hall clean and tidy. In particular we ask you to ensure table tops are wiped clean before being stacked.

Take all waste away with you, including empty bottles and cans. Black bags are available in a box under the kitchen sink.

We advise you use the checklist on the back page to make sure you have remembered everything.

You do not need wait for a key-holder to close the hall.

Hall Telephone

The village hall has no telephone. You are strongly advised to bring a fully charged mobile telephone for use in case of emergency.

Safety

In accordance with legislation, it is illegal to smoke in the hall and its surrounding grounds..

We do not permit the use of smoke machines, fireworks or Chinese Lanterns. If you are using a music amplifier this **must** be plugged into the designated power sockets. These will disconnect your system in the event of fire so that the alarms can be heard.

Safety information, and instructions for the catering equipment, are kept in the red folder in the kitchen, to the left of the serving hatch.

In the case 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 Fire Assembly Point is situated at the entrance to the car park, and evacuees should be directed to wait there until they are informed it is safe to return.

The exact location of the fire exits and fire extinguishers should be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. (See the plan on the back page.)

If your event includes vulnerable people, you should take special care to ensure their safety in the event of fire.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notices or attachments.

The village hall's health and safety file is kept in the kitchen to the left side of the serving hatch, when viewed from the kitchen.

A first aid box is located in the kitchen to the left side of the serving hatch.

Safe use of catering and other equipment

Please read the instructions for any item of equipment that you will be using, and ensure that those who will be using the equipment have also read the instructions.

The instructions for use are kept in a red file in the kitchen on the shelf to the left of the serving hatch.

Damaged caused by the incorrect use of equipment may be chargeable.

Power Circuits/Heating

Please ensure that the main hall, multi-purpose room, kitchen, bar lights and exterior lights are switched off when you finally leave the hall. The entrance, lobby, corridor and toilet lighting is automatic.

The heating is computer controlled, but individual radiators may be opened or closed, if required.

Car Parking

The car park will accommodate a good number of cars if they are parked sensibly. The road past the village hall is a public road and this should not be obstructed.

Consideration for Others

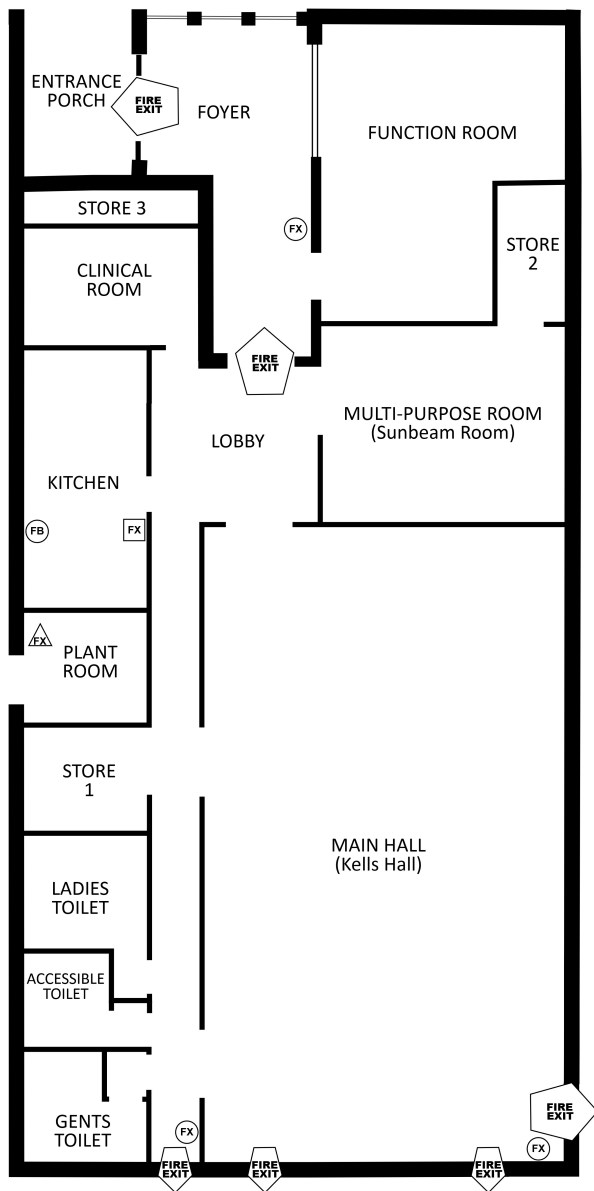
Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park will disturb local residents.

Faults/ Damage/ Comments

Please report any faults or damage to the secretary as soon as possible so that they can be rectified quickly.

The Management Committee welcome comments or observations that you may have about your use of the village hall.

Location and use of Fire Exits and Equipment



FX Multipurpose and Electrical Extinguisher

FX Electrical Extinguisher

FX Multipurpose Extinguisher

FB Fire Blanket

Checklist for Hirer Before the event

- ☐ All exit doors are unlocked, and the push-bar mechanism tested and in good working order.
- ☐ Escape routes are free from obstruction and available for use.
- ☐ Fire doors are closed and not wedged or propped open.
- ☐ Fire fighting equipment is in place and unobstructed.
- ☐ There is no combustable material stored in areas open to the public.
- ☐ Exit signs are illuminated.
- ☐ There is no obvious fire hazard in, or near, the building.

End of function

- ☐ Search for smouldering fires or cigarettes left burning.
- ☐ Check the cooker burners, oven and heated cabinet are turned off.
- ☐ Check that all electrical appliances are turned off.
- ☐ Turn out switchable lights.
- ☐ Close all internal doors.
- ☐ Secure all windows.
- ☐ Check fire doors are fully closed
- ☐ Take away all your rubbish.