

BORELAND VILLAGE HALL

Notes for Hirers

We will do what we can to ensure that the hall meets your requirements in terms of condition, cleanliness and comfort. In return we would ask that you to respect our hall and heed the following:-

- Please manage your use of the Hall in a responsible way to ensure that neighbours are not inconvenienced for any reason eg. inconsiderate car parking, unreasonable noise levels, unruly behaviour. In particular please ask guests to leave quietly at the end of your function.
- Please ask your guests not to wear metal tipped stiletto type heels in the hall as these can damage the floor.
- Please do not put anything on the walls; please use the notice board only.
- It is your responsibility to read and act on the Fire Safety and accident information on the reverse of this page.
- It is your responsibility to read and act on the Health & Safety policy provided.
- Please familiarise yourself with the guidebook located in the kitchen which contains useful information including equipment manuals.
- If anything is accidentally damaged please let us know. We reserve the right to charge for replacement or repairs.
- You should consider taking out insurance cover for your event as you will not be covered by the Hall's policy.

Please note:-

- The first aid box and accident book are located in the box under the sink in the kitchen.
- There are two reset buttons for the alarm in the disabled toilet; one in the toilet and one outside above the door.
- To gain access to the disabled toilet in an emergency, please use the screwdriver located in the cupboard in the hallway to open the door.
- All outside lights, other than the floodlight at the front door, operate by sensors and do not need to be switched on. If you do switch on accidentally please remember to switch off.
- The switch for the floodlight is the left hand switch located to the left of the front door at head height. Please do not leave this on all night but switch off after everyone has arrived and switch back on when people are leaving.
- An additional charge will be made in the event any lights are left on or the heating is left on.
- The bin is located behind the fenced area at the front of the hall and the key is on the key-ring located on the top right hand shelf of the cupboard next to the fridge. If you have rubbish to put out, please put the bin out next to the clothes recycling bin, lock the gate behind you and ensure the keys are put back.
- The keys for the cleaning cupboard and the storage cupboard for the tables and chairs are on the key-ring on the top right hand shelf of the cupboard next to the fridge. Please make sure you put the keys back.

Responsibilities before vacating the hall:-

- If the kitchen facilities are used, please ensure that all uneaten food and drink is removed from the premises. In particular please check that no food is left in the ovens or on the cooker. Please empty the bin and clean worktops and sinks.
- Food waste must be deposited in the wheelie bin provided outside and not left in the kitchen bin. (black bin bags are located in the box under the sink)
- If you have used the cooker, please ensure it is switched off and left clean.
- If you have used the fridge, please ensure it is switched off and left clean.
- Please ensure all crockery and cutlery used has been washed, dried and put away.
- Please ensure the toilets and sinks are cleaned and all bins emptied. (Cleaning equipment and bin bags are in the cupboard in the cloak area)
- Please put all tables and chairs back where they are stored.
- Please sweep and mop all floors (please refer to notice in cupboard re. colour coded mop system).
- Please ensure that all electrical equipment, lights and heating are switched off.
- Please also ensure that all windows and doors, including the fire doors, are securely closed/locked.
- Please take used tea towels and mop heads home to launder and return to the hall asap.

Hall Management Committee Contacts

Chairman	Bob McCulloch	01576 610358
	Nicky Young	01576 610264
Treasurer	Kate Nutt	01576 610304
Bookings secretary	Katrina Young	01576 610329

PROCEDURES IN THE EVENT OF A FIRE **NEVER BLOCK FIRE EXITS OR FIRE ESCAPE ROUTES IN ANY WAY**

Please note that the maximum number of people allowed in the hall are as follows:-
Seated at tables 70, Dancing 80 (seating allowed, but no tables), Concert seating 90.
These numbers INCLUDE staff, musicians, performers etc.

Fire Regulations require YOU to carry out a risk analysis of your activities and to put in place plans to minimise any risk you identify, so please consider your plans for your event in the light of this requirement. Please be sure to follow all of the following advice.

You must set out the hall in such a way as to ensure clear access is maintained to all Emergency Exits.

Before your event starts, **PLEASE ENSURE EVERYONE PRESENT IS MADE AWARE OF THE FIRE EVACUATION PROCEDURES, THE LOCATION OF THE FIRE EXITS, AND THE ESCAPE ROUTES.** These are clearly signed throughout the building. Emergency exit routes, both in the building and outside must be kept clear at all times.

Fire extinguishers are provided in the main hall and kitchen. Please make sure you know where these are, and how to use them. Instructions are on each extinguisher.

If you discover a fire, calmly, and as quickly as possible, **evacuate ALL occupants to the car park or other safe place**. Check that everyone is accounted for. **Call the Fire Brigade** by dialling 999, and request they attend a fire at **Boreland Village Hall, DG11 2LL**. There is no telephone in the hall and mobile phone reception is poor. You might receive reception outside to the right of the main door, otherwise there is a public call box about 100 yards away which can be located by turning left out of the hall car park and heading along the main road north.

Emergency Exit doors are clearly marked and must be kept clear. **You are responsible for ensuring all occupants are evacuated safely.**

If it is safe to do so, tackle the fire with one of the Fire Extinguishers provided but **DO NOT RISK LIVES.** Do not allow anyone to re-enter the building.

Alert a Hall committee member as soon as it is practical to do so.

TAKE THIS FORM AND A MOBILE PHONE WITH YOU TO YOUR EVENT

Accidents.

Accidents should be recorded in the accident book located in the box under the sink in the kitchen. Please note that any accident on Boreland Village Hall property which results in anyone being taken to hospital MUST by law be reported immediately to the Health & Safety Executive on 0845 300 9923, and to a member of the Hall Committee.

Visit [www. http://www.hse.gov.uk/riddor/what-must-i-report.htm](http://www.hse.gov.uk/riddor/what-must-i-report.htm) for more information.