

Information Sheet – To be given to all hirers

Opening and closing the Village Hall

The Village Hall keys are situated in a key safe at the front of the Hall next to the main door. Please ensure that the keys are returned and the code scrambled after use.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After 1.00 am (and 22.30 pm on Sundays) only those helping to clear up the Village Hall should be on the premises.

Kitchen

Please ensure that the kitchen is left in a clean and tidy state and remember to empty the bin and TAKE THE RUBBISH WITH YOU. Do NOT put general rubbish in the bins outside the Hall since general rubbish from the Hall is not collected from them.

Whilst every effort is made to ensure that the crockery in the kitchen is clean, as it is not in constant use, there may be occasions when it may need to be rinsed before use.

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 fire assembly point is at the entrance to Pulley Avenue.

The exact location of the 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 on page 2 – **on arrival at Village Hall, please check full-size plan on Notice Board**).

A first aid box and Accident Book are located in the kitchen.

Heating

The wall heaters are connected to a coin meter which is located in the electrical cabinet adjacent to the entrance door. The meter accepts £2 coins. **Please note that to avoid nuisance tripping of the heater breakers, it is advisable to switch off all the heaters at the local switches before inserting more coins into the meter.**

Hall users are advised that additional heating appliances can be only used with the express permission of the Management Committee. There will be an additional charge for this.

Please remember to switch off the wall heaters when leaving.

Lighting

The lights embedded in the outside steps need to be switched on manually from inside the Hall Porch. Please ensure that when necessary, for safety reasons, they are switched on before guests arrive.

Car Parking

There is parking at the front and rear of the Village Hall. Visitors park at their own risk and the Management does not accept liability for any damage, loss or accident when using the car park.

FIRE EXITS

