Quick Guide to using Manley Village Hall

MANLEY
VILLAGE HALL

- Capacity 80 people when tables are in the room or 120 without tables
- There is a strict **NO SMOKING** policy. **Sand buckets must be used when smoking outside the building.**
- Familiarise yourself with the fire exits and fire procedure. (see the map of hall on main hall notice board)

❖ At the beginning of your hire

Opening up procedure

All exits must be open –fire exits are the front double doors, the rear snooker room door, the side door into the kitchen and the door from the bar lounge to the bowling pavilion. Also the back door from the bar back cellar)

❖ During your hire

Extra tables-trestle tables are stored in the lobby near the gents toilets.

Ensure no fire exits are blocked when setting up for your event

In the event of an emergency

- **In the event of a water leak** find the location of the stop cock(see Village Hall map) and turn off.
- **In the event of an electrical problem** find the location of mains switch(see map) and turn off.
- **In the event of the emergency pull being used in the disabled toilets**- the alarm is situated in the lounge bar area.
- **In the event of an accident-** if necessary call an ambulance and find the location of first aid kits and accident book (see map). All accidents must be reported to the Committee at the earliest opportunity.
- **In the event of a fire**-evacuate the building through the nearest safe exit and assemble at the assembly points as located on the map. Call the fire brigade on 999. Do not return into the building.

The address of the hall is, Manley Village Hall, Tarvin Road, Manley, FRODSHAM, WA6 9EW

For emergency assistance from the Committee please phone Ian Milburn 07710762348

❖ At the end of your hire the Village Hall should be left as found

Cleaning materials, mops and carpet cleaner are located in the kitchen

Furniture should be replaced into the as found location

Please take **all your refuse** away with you.

Please ensure that all appliances are switched off and unplugged

Ensure all taps are off and electrical sockets are disconnected

Ensure Fire exits are secure

Close all internal doors -Begin with the toilets- Next the Snooker room -The bar -The bar lounge - The hall

Lock all external doors

Turn off lights as leaving the rooms

Activate the alarm in the kitchen

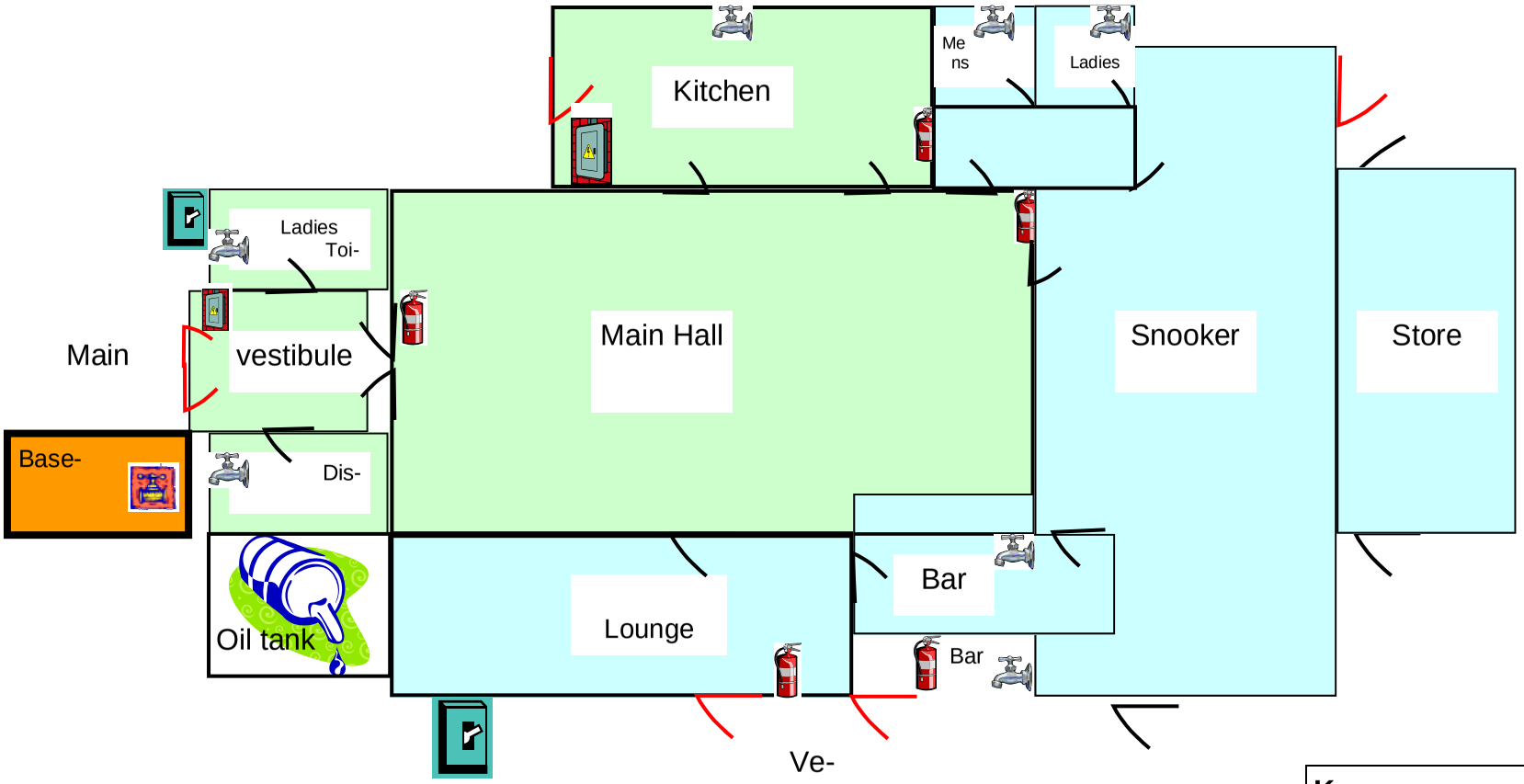
Leave by the kitchen door

Keys must be returned to the booking Secretary (or another Committee member at the end of the hire) Arrange with Booking Secretary

No items belonging to the hirer should be stored in the Village Hall unless by prior arrangement with the Committee.

No items belonging to the Village Hall should be removed.

Please report any faults or damage to the booking 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 hire of the village hall.



Plan of Manley Village Hall

[Showing fire extinguishers, assembly point, emergency exits and water taps (including main stopcock)].

Assembly Point

Key	
Fire exits	Fire Extinguisher
Assembly Point	Electric Fuse box
Stopcock in basement	Outside light switch