

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.

Playing of music must cease no later than 12.30 am.

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 rubbish in the bins outside the Hall.

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.

Should you need to wash the floor before you leave please ensure you use the appropriate floor detergent (in the large kitchen cupboard).

Please remember to switch off the immersion heater.

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 shown on the back).

**DO NOT UNDER ANY CIRCUMSTANCES LOCK THE FRONT DOOR
WHILST THE HALL IS IN USE. TO COMPLY WITH FIRE REGULATIONS
THIS DOOR MUST BE LEFT UNLOCKED AT ALL TIMES WHILST THERE
ARE PEOPLE IN THE HALL.**

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

Heating

New heating has been installed in the Hall. When raising or lowering the temperature please only do so in steps of one degree at a time. It will take a little time for any change to take effect.

Please remember to switch off the heating when leaving.

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.

04/10/2022