

USEFUL INFORMATION ABOUT THE VILLAGE HALL

SAFETY AND FIRE

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 exact location of the nearest telephone, 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.

KITCHEN

Equipment includes –

- Gas cooker with hob and oven, saucepans and kettle
- Dishwasher (please, please follow instructions)
- Fridge (note no freezer compartment)
- Crockery and cutlery: place settings for 170 are available (though only 40 teaspoons). Crockery in the cupboards with the slatted-doors in the kitchen. Cutlery in the 'hot' cupboard with the sliding doors in the middle of the kitchen. **However, only 50 place settings are out in the hall at any one time – if you require more than 50 place settings for a function, you will need to inform the booking secretary.**
- Plate warmer (but the 'hot' cupboard in the middle of the kitchen does not function).
- Two sinks – one for hand washing and one for washing up.

CHAIRS AND TABLES

Trestle tables (25 in number) are stored under the stage on pull-out trolleys. Chairs are also under the stage and there are also some stacked in the hall.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please re-stack chairs and put tables away under the stage at the end of hire.

ACCIDENTS AND FIRST AID

The village hall's accident record book is kept in the Kitchen and should be filled out in the event of an accident in the hall.

A first aid box is located in the kitchen.

HEATING, LIGHTING AND POWER

The heating controls are located in the kitchen. Please let the booking secretary know if you need the village hall to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the village hall being too cold or hot for subsequent users. If you have booked during the winter, spring or autumn, the heating will be programmed to come on and go off when appropriate. There is an 'over-ride' facility to extend the heating for an hour at a time (details next to the heating controls). Please do not touch the heating controls other than to facilitate the over-ride if you need to.

There are details on each light switch as to which bulb functions on which switch.

There are various power sockets located around the hall and small hall.

NEAREST TELEPHONE

The village hall has no telephone and the nearest one is located outside the George Hotel in Church Street. So you are advised to bring a fully charged mobile telephone for use in case of emergency.

CAR PARKING

The village hall car park will accommodate 14 cars if they are parked sensibly. There is more parking on the road outside the hall and the free village car park holds 54.

CONSIDERATION FOR LOCAL RESIDENTS

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

POSTERS AND DECORATIONS

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters. Please remove all decorations – carefully – at the end of hire period.

FAULTS/DAMAGE/COMMENTS

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.

CHECK LIST

Before leaving the hall please check that you have done everything mentioned on the check list by the front door.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard and to sweep the floors.