

Eydon Village Hall Information Sheet (to be given to all hirers)

Opening and Closing the village hall

The village hall keys will be available from the Bookings Secretary (or nominated key holder) in Eydon and, after locking up, must be returned there immediately.

Telephone the Bookings Secretary before the day to arrange collection and return of keys.

Under no circumstances should a hirer or user cut a duplicate key.

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 midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises. Failure to comply with this may result in forfeiture of your deposit.

Health & Safety

In line with current legislation the village hall is a smoke free public building. The Committee **prohibits** the use of e-cigarettes within the building.

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. (A sketch plan showing these is clearly displayed in the hall). All fire exits must be unlocked before the hall is opened for use.

A responsible person must be appointed to act in the event of a fire. The village hall should be evacuated in an orderly manner using the appropriate exits and all persons directed to go to a prearranged assembly point. The Fire Brigade must be called by dialing 999.

The kitchen is not a full catering kitchen. The Hall provides a suitable sink, water and working surfaces but the responsibility on providing safe food rests with the hirers and outside caterers. If any hire group provides food on a regular basis they will be subject to food hygiene laws and it is appropriate that West Northants Council (WNC) will inspect them in the normal way. Each group doing so should register with WNC separately.

Cooker: Instructions for use of the hob and oven are in the kitchen.

Fridge: this auto-defrosts; please note if set to a very low temperature it will freeze contents. If you need to use the fridge, switch it on when you arrive and please ensure it is switched off with the door wedged open before you leave the hall.

A first aid box is located in the kitchen together with the accident book.

Licensing

In line with current legislation if your event is being used for any licensable activity, a certified copy of the license must be at the Hall under the control of the licence holder (ie a Committee Member) or a person working at the premises who has been nominated in writing. A police officer or authorised officer can ask for the licence to be produced.

Power Circuits/Heating/Hearing Loop

The heating controls for the main hall are located in the kitchen by the door to the Meeting Room. To operate the overhead heaters in the main hall press the switches, they are timed to go off after approximately one hour.

There is a separate control for the meeting room, just inside the door. Press the blue button for 2 hours heating. To switch off, press the button for about 20 seconds. The red light will flash.

A hearing loop is available and is suitable for meetings. The controls, amplifier and instructions are in a cupboard in the kitchen. If you require the use of the loop, please indicate this on your booking form.

Telephone

The village hall has no telephone and the nearest one is located at the north end of the High Street, (turn to the right as you exit the front door). Hirers are advised to bring a fully charged mobile telephone for use in case of emergency. Be aware that it is often difficult to get a clear mobile signal in Eydon.

Car Parking

The public road outside the hall must not be obstructed. Please do not obstruct any private vehicular entrances in the village or access to Doctors Lane.

Consideration for our Neighbours

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

Consideration for the Village Hall

We ask you please to follow the following guidelines to leave the hall in a good condition for the benefit of other hirers:

- Do not use drawing pins, staple guns, Blu-tac or tape on painted walls or other surfaces. Blu-tac can be used on gloss wood to hang paper/laminated notices during your event. Do not fix temporary decorations near light fittings or heaters.

- Do not cover the heaters or the heater guards.
- Do not allow tables to be damaged by heat, paint, or sharp objects, otherwise your deposit may be affected.
- Please bring and take home your own tea towels at the end of your event.

At the start of your session:

- Ensure both fire exits open freely and the main entrance double doors are both open

End of session checklist:

- Leave the village hall clean and tidy, the floor swept/vacuumed, any spillages mopped and leave waste in the appropriate recycling bins in the alleyway outside or take it home. Please replace the kitchen bin liner from the supply under the sink.
- Leave kitchen surfaces clean and any crockery and cutlery used clean. If the cooker is used, please leave it clean, otherwise a £10 cleaning charge may be levied.
- Please In particular we ask you to ensure folding table tops and edges are wiped clean before being stacked in the cupboard.
- Switch off at the wall: cooker, immersion heater, urn, fan heater and extractor fan.
- Turn off the urn water feed and drain the urn fully.
- Please stack chairs and tables in a tidy manner. Chair stacks must be no more than 5 (five) high with adult plastic chairs being stacked at the far end of the hall.
- The Meeting Room should be left set up with small folding tables and red chairs.
- Close / lock both fire exits.
- Bolt and lock the main entrance doors.
- Switch off the overhead lights and, if used, the outside light by main entrance doors and the light in the passage way near to the kitchen.

Faults/ Damage/ Comments

Please report any faults, damage or breakages in the book provided (notice board by main entrance) and bring them to the attention of the Bookings Secretary as soon as possible so that they can be rectified quickly.

Items broken during the hire such as crockery and other equipment should be reported to the Bookings Secretary. Replacements may be charged at cost.

The Management Committee welcome comments or observations that you may have about your hire of the village hall, please forward these through the Bookings Secretary.

