

Astley and Dunley Village Hall Ridleys Cross, Astley DY13 0RF

Information for Hirers

Welcome to Astley and Dunley Village Hall. This information will help you and your guests enjoy your time in the Hall.

1. Hire Conditions

- You will be invoiced for your hire in advance of the booking. If you are booking the hall for the first time as a one-off hire, you may be asked for a deposit at the time of booking.
- Your hire period will be specified at the time of your booking and we ask that any external caterers or performers are aware of the hire period and 'set-up' and 'break-down' within this time.
- All guests, entertainers and hired staff are expected to vacate the Hall 15 minutes before the end of the hire period, leaving only the hirer and those helping to clear up on the premises.
- The Hall operates a 'No-Smoking' policy at all times and smokers must go outside of the building.
- Please make our Booking Administrator aware of any breakages or other damage to the hall, contents or furnishings. Hirers will be charged for any significant damage.
- The Hall does not have an alcohol licence so hirers must make their own arrangements and ensure they are fully compliant with the law. Hirers must also provide their own glasses for alcoholic drinks.
- Electricity may only be used externally by prior agreement.
- You must take all rubbish away with you. If you need black bags, you will find them in the kitchen. Hirers may incur additional costs if rubbish is not taken away at the end of your hire.

2. Arriving and Leaving the Hall

- The main door at the entrance of the Village Hall is locked via a coded lock. You will be given the code for the door on confirmation of the booking to enable you to unlock the door when you arrive. Please check the door is firmly closed and therefore locked before leaving.
- The lane leading to the Village Hall is a public road and must not be obstructed. Please respect our local residents when leaving the Hall, particularly in the evening.

- It is important that you check that all doors and windows are shut before leaving the Hall at the end of your hire. Please also ensure that all lights are turned off.

3. Using the Village Hall Facilities

- If you use any of the Hall's domestic appliances, please ensure that appropriate ones are turned off before you leave and deal with any spillages immediately.
- Please use the trolleys provided to move the chairs and tables to avoid injury or damage to the floor. Chairs should be stacked at the end of the Hall and the tables placed in the cupboard.
- Please do not adjust the individual radiators – the heating will turn off at the end of your hire.
- To comply with food hygiene regulations, the temperature of the fridge must be recorded by all users.

4. Health and Safety

- In the event of a fire, the Hall must be evacuated in an orderly manner using the appropriate exits. Please see the **Fire Procedure** on the noticeboard in the entrance hall and kitchen.
- The Hall does not have a public telephone, so it is the responsibility of the hirer, or a designated person, to call the fire brigade, or ambulance, if necessary. The location of fire exits and fire extinguishers should be noted prior to the Hall receiving guests.
- The Hall does not have a defibrillator. In the event of a cardiac incident and having called an ambulance, a defibrillator may be accessed in the redundant telephone on the B4196 at Ridley's Cross (close to the entrance to the Village Hall).
- A First Aid box and an Accident Book are located in the kitchen. Please report all incidents, however minor.

Please leave the Hall as you find it.

We thank you for your co-operation and enjoy your time in the Hall.

Emergency number - Bob Cox
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