



USER GUIDE

BARBON VILLAGE HALL



www.barbonvillagehall.co.uk



Welcome to Barbon Village Hall!

This booklet serves as a helpful guide for our customers, addressing any queries about using our facilities for your event.

For more information and resources, please visit our website at www.barbonvillagehall.co.uk

Refer to the Standard Conditions of Hire included with your booking found at the back of this leaflet.

We appreciate your help in keeping the premises clean and orderly for the next user. Please report any issues or concerns to us via email at info@barbonvillagehall.co.uk

We welcome your suggestions, comments, or feedback. We are also looking for new volunteers to join our dedicated team in assisting with hall maintenance and event organisation. If you have spare time and are interested, please reach out to us. Thank you for choosing us, and we hope you have a delightful visit!

WELCOME



CONTACT DETAILS



Telephone

Booking Secretary
07812014112

Email

info@barbonvillagehall.co.uk



B4RN Internet Connection

Username:

Password:

We are fortunate to be connected to the Broadband for the Rural North (B4RN) network known as the world's fastest rural broadband. Providing complimentary Wi-Fi access to all our customers is our way of offering convenience. The router is in the Committee Room bar area high on the wall.



COMMITTEE ROOM BAR

When the attendance numbers make it cost-effective, we can provide a well-equipped and fully staffed bar throughout your event managed by the village hall committee. Our bar offers a wide selection of beverages, including canned and bottled beer, lager, ciders, spirits, mixers, wine, and various soft drinks.

While the bar is in operation, guests are not permitted to bring their own alcoholic beverages onto the premises. However, you can pre-order drinks through the bar for welcome drinks, toasts, or table wine. Feel free to reach out to us for further details.

Please note that individuals under the age of 18 will not be served alcohol.

You must not sell or allow the sale of alcohol on the premises. By hiring the hall you accept full responsibility for complying with this rule which is part of our licence condition.



KITCHEN FACILITIES

01

Hot Water Boiler

The boiler takes approx 30 minutes to fill and reach temperature. The mains switch is on the wall behind the boiler. The 'Ready' light will illuminate once it has reached temperature. It does not require filling.

02

Dishwasher

There are 2 dishwashers in the kitchen. Please rinse dishes and cutlery before loading. Dishwasher tabs are under the sink. Please empty and switch off after use.

03

Oven, Hob & Microwave

The oven is electric and the hob runs on gas. The instructions for use can be found in the draw to the right of the hob.

04

Crockery

You will find side plates, dinner plates, dessert bowls, cutlery, serving plates, cups, saucers, mugs and cutlery at the far end of the kitchen. Water jugs are available for your use.

05

Linen

You will find tea towels in the draw next to the oven. Please help yourself. Tablecloths are available in the cupboards. Please leave all laundry on the sink draining board.

06

Refuge & Recycling

We would be grateful if you would take your rubbish away with you, to avoid incurring costs. Black bags can be found in the cupboard next to the tray store.



GENERAL FACILITIES

01

Toilets

The toilets are equipped with hand soap, paper towels and toilet roll. There are baby changing facilities in the disabled toilet behind the bar.

02

Tables & Chairs

You are welcome to use the hall furniture. It is your responsibility to set up the tables and chairs, and to put them away in the correct cupboards before you leave.

03

Sound system

A CD player & battery operated microphone are located in the cupboard, right of the service hatch in the main hall. You can link a laptop using an auxiliary cable. For Apple products you will also need a Lighting Jack.

04

Screen

The Community Room has its own screen. If you would like to use it, please organise in advance or when your booking is made.

05

Stage

We do have a portable stage available in the main hall. Should you wish to use it, please let us know in advance and we will erect it for you. There is a small rental charge.

06

Decorating

Please feel free to bring bunting, balloons, streamers etc to decorate the hall. Do not use sellotape, Bluetack should be used instead. **There are ladders in the Community Room store cupboard.**

 Use with caution



G O O D B Y E

BEFORE YOU LEAVE

01

Damage

We understand that accidents happen from time to time. Please report any breakages or damage to the Booking Secretary via email immediately
info@barbonvillagehall.co.uk

02

First Aid Kits

There are 2 first aid kits: one in the main kitchen, the other behind the bar in the Committee Room. Please complete an Incident Report located in the foyer before you leave and report the incident to:
Tony.trinder@outlook.com

03

Medical Emergencies

There is an emergency defibrillator located in Barbon. Turn left out of the Village Hall and proceed towards the War memorial. At the T-Junction turn left. The defibrillator is located in the telephone box on the banking on your left. Please complete an Incident Report.

04

Before you Leave - Please check:

- The kitchen is clean and ready for the next user. Wash and replace all items.
- Sweep / Hoover the floors
- Ensure all appliances are switched off
- Close all internal and external doors
- Check all emergency exit doors are closed and clear
- Lock the back door
- Empty all bins including the toilet bins, and take refuse and recycling with you
- Turn off the lights
- Lock the front door leaving the key in the key safe at the front door.