

GUIDANCE for HIRERS

A copy of this guidance is available on the Berden Village website: www.berden.org.uk under “Village Hall”. Many of these points are a legal requirement or are a condition of the hall licence and must be strictly followed.

1. Key Points

The Hirer is responsible for ensuring adequate measures to meet the key points given below during the let in addition to other responsibilities included in the ‘Conditions of Hiring’. In particular, the Hirer must ensure that children and young people are always supervised by responsible adults, while in or on the premises including external areas.

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance
- d) The protection of children from harm

2. On Entering the Hall

- a) The key to the Main Door is stored in the Key Safe, which is mounted on the back wall farthest away from the Car Park. Once the booking is confirmed, the Administrator will give the Hirer the code for the Key Safe. Entry to the Hall is through the main door off the car park entrance.
- b) Switch on appropriate lights (see 5).
- c) When more than six people are in the building the Emergency Exit signs must be illuminated (see 5).
- d) The heating is on a timer. It is possible to adjust the thermostat, but please consult the Caretaker if you need assistance.
- e) The hot water in the kitchen comes directly from the combi boiler and should not require any manual intervention. The hot water for hand washing, in the toilets is on a timer and should not require any manual intervention.
- f) When necessary, improve the ventilation in the Hall by using the ventilation system (see 7).

3. Use During a Letting

- a) **Please be aware of neighbours in properties near to the hall and please keep noise at a reasonable level, particularly at later hours.**
- b) Ensure the Emergency Exit signs remain illuminated throughout the event.
- c) Comply with the requirements of the Letting Agreement.
- d) Adjust ventilation and heating as necessary (see 6 & 7).
- e) Any electrical equipment brought in for the event must be safe to use and is used at the Hirer’s own risk.
- f) Smoking is not permitted in the hall. Please ensure that anyone wishing to smoke does so outside the building and disposes of cigarette ends, matches etc. in a tidy and responsible manner.
- g) **The hall has bins for General Waste, Recycling and Food Waste. These can be found outside on the small patio through the kitchen door. Please ensure that your waste is placed in the correct bins. Infringements may result in additional charges to the hall which will be deducted from deposits. If you have more rubbish than the bins can hold, please take the excess rubbish home with you.**

4. On Leaving the Hall

- a) Ensure the Hall is clean and tidy and furniture returned to its original location. Check particularly the window ledges and outside areas.
- b) Food must not be left on work surfaces or in the fridge except by arrangement.
- c) Washing up must also be dried and put away in its place.
- d) Ensure all windows are closed and all fire exits are secure.
Note: The exit to the main patio must be secure at the top and bottom ~ the door must be fully closed before pulling the locking bar up to throw the bolts!
- e) Return the ventilation to 0% but leave the power on (see 7).
- f) Ensure the light for the patio is turned off.
- g) Turn off all remaining lights including the Emergency Exit signs (see 5).
- h) Leave by the main door, and secure with the key (the PIR operated light should illuminate automatically).
- i) **Return the key to the Key Safe and report any damage, breakages, or problems. Failure to return the Key can cause great inconvenience, could hinder other bookings, and could result in a loss of deposit.**

5. Lighting in the Hall

The hall has a mixture of lighting operated by wall switches. In the main hall there are several switches near to the door to the patio. In the bar area rotary dimming switches are fitted. External lights are operated by PIRs over the main entrance and the dustbin area. The lights in the toilet block are connected to sensors and will come on and go off automatically.

When the Hall is occupied by more than 6 people the Emergency Exit signs must be illuminated by means of a switch near the Fire Alarm panel in the bar area.

If either door to the patios is in use after dark the appropriate external light must be on for safety.

At the end of the letting please ensure all lights are switched off, including the less obvious, and the external lights.

6. Heating System and Curtains

The heating is on a 7 day timer that is programmed for regular users. The thermostat in the hall should already be set at about 20 degrees, and unless anyone else has altered it, need not be changed. **Please close the curtains** if this is an evening booking, and in winter time always ensure they are closed when you leave, regardless of the time of day. The big bar curtains are on a corded track, the cords are on the right of the curtains.

7. Ventilation System

In the main hall there is a large ventilation unit fitted centrally in the roof. The switch is situated to the left of the entrance to the bar area and should always be left on. Ventilation is achieved on opening the shutter by rotating the dial; 100% being the maximum. When it is no longer needed, and at the end of the letting, please return the dial to 0% which closes the shutters (this takes several minutes) but leave the power switch on to keep the shutters closed when the hall is vacated.

8. Adverse Weather Conditions

For hirers convenience and safety, grit is available in the container located adjacent to the main entrance of the hall. It should be noted that it is the responsibility of hirers to use the grit to help prevent accidents in the event of slippery conditions under foot. The Village Hall Committee does not accept liability for any claims relating to accidents of this nature.

9. Fire Alarm

The hall has heat sensors in the kitchen, smoke detectors in the toilet block and Red Call Points at the exits. In the event of a fire, everyone should leave the hall immediately by the Fire Exits. They should then contact the Caretaker and if necessary, the Emergency Services by dialling 999.

Finally, we hope that you make yourselves comfortable and have a successful event. Please treat the Hall as though it was your own, in other words ... with the same care as you would at home. Thank you.

Emergency Contacts

Administrator	Karen Thorogood	07513 440149
Caretaker	Harry Wadsworth	01279 777420 / 07732 356317
Secretary	Vacancy	
Chairman	Vacancy	