


## **BERRYFIELD VILLAGE HALL**

### **INFORMATION FOR HIRERS**

1. On arrival, please note that we are in a residential area and aim to be good neighbours so considerate parking and controlling noise are important.
2. The hall is alarmed and regular users will be shown how to operate it. Occasional users will be met by a trustee 15 minutes before the booking starts to unlock the building and allow time for the hirer to set up.
3. On entering the hall, please familiarise yourself with the location of fire exits & assembly point (in the car park). Please keep fire exits clear at all times. Coats & umbrellas can be hung on the hooks in the accessible toilet.
4. Please do not attempt to move the partition wall – it will be set up as needed for each hirer.
5. In the main hall, 14 tables (on a storage trolley) and 60 folding chairs (on the storage rack) are kept in the cupboards. This equipment can be used by hirers but must be returned at the end. We recommend that 2 people assemble and return the tables. To assemble the tables, place them top down on the floor and unfold the legs until the metal bar is clipped in place. To put them down, lay them top down again on the floor and unhook the metal bar from each end, folding the legs back in.
6. The lilac coloured notice boards are available for regular hirers to display an A4 poster about the activities they hold at the hall. Other information is displayed at the discretion of the Trust. Please do not stick or pin anything directly on to the plastered walls – the notice boards, frames and partition can be used with care.
7. The maximum height of equipment used in the hall is 8ft. Users are not permitted to bring items such as bouncy castles that exceed this.
8. The hall lights are movement activated but they can be turned off by pressing the lower half of the light switch or dimmed by pressing and holding it.
9. Kitchen facilities include crockery, glassware and cutlery etc which are kept in the various cupboards and drawers. There is also a kettle, fridge and cooker for hirers to use. Please bring your own consumables.
10. The heating / cooling system will be set up for each hirer – please do not attempt to adjust the settings.
11. The Sound system is available for use by prior arrangement – instructions can be found on the notice board.

12. Wifi is available in the hall:

- Network – BTB-XNCG8K
- Password – ruRgatdue9JfHt

13. For minor injuries, the first aid kit can be found in the kitchen cupboard marked: 

14. In the event of a serious accident, please call 999 giving your location as Berryfield Village Hall, **SN12 6GF**.

The What 3 Words location is **FICTION.ALLOWABLE.MANUALS**

15. There is a defibrillator located on the outside wall of the hall. In the unlikely event that this is needed, the code is **C123X**.

16. All accidents must be recorded in the accident book that can be found in the first aid cupboard.

17. The hall must be vacated within 15 minutes after your booking finish time and by 10pm at the very latest for evening bookings in line with planning permission for the hall.

18. We expect our hirers to leave the hall as they would wish to find it – clean and tidy, with all furniture and equipment returned to its original position. If the trustees deem that hall needs to be cleaned after your event, we reserve the right to charge £30 (minimum) to cover this additional cost. Cleaning equipment can be found in the kitchen and a large scissor brush to sweep the hall is available in the storage cupboard with the chairs.

19. In the event of a fire, please vacate the hall using the nearest available fire exit and assemble in the car park. Please call 999 giving your location as Berryfield Village Hall, SN12 6GF

20. The committee will appreciate any feedback which will help us to maintain the hall for community use. Please email the Village Hall trustees on [berryfieldvillagehall@outlook.com](mailto:berryfieldvillagehall@outlook.com)

## **BERRYFIELD VILLAGE HALL**

### **LEAVING CHECKLIST**

On vacating the premises please ensure:

- Tables are wiped down and floors swept
- Chairs and tables are returned to their original positions
- All food has been removed from the fridge and kitchen
- All crockery, cutlery etc and other kitchen equipment must be washed, dried and returns to the appropriate cupboard or drawer ready for the next hirer
- Toilets are flushed and clean
- Any rubbish is removed from the premises and taken with you. Please recycle as much waste as possible and replace the bin bags (kept under the sink)
- All windows are closed shut
- All fire doors, the kitchen shutter and accessible toilet door must be closed
- The alarm is set

Please note: the lights are all on sensors and will automatically switch off