

BRAMHAM VILLAGE HALL INFORMATION FOR USERS

Entry procedures

If you have been given a key to enter the hall, there will also be a small fob or a card attached to the key ring.

- First, unlock the middle lock of the single door.
- Then place the fob/card against the small black square on the wall at the left side of the door – you should hear a click, releasing the top lock.
- Turn the handle and enter, closing the door firmly behind you.
- **Do NOT leave this single door wedged open as it can cause difficulty to subsequent users locking or unlocking the door.**
- Open the bolts on the main doors to give your party/visitors access to the hall, or open the side door.

Use of hall, kitchen, bar and toilet facilities

Please make sure that the hall, kitchen, bar and toilet facilities are left in good order for the next user

- Clean and wipe all surfaces
- clean any appliances used (cooker, fridges, heated trollies)
- wash and put away glasses, cutlery and crockery
- re-lock any cupboards that have been unlocked.
- sweep kitchen and toilet floors and wash floors if there have been any spillages
- toilets should be flushed and cleaned and any nappies or rubbish removed.
- **if there has been spillage on the main hall floor please use hot water, not cleaning products, to mop the floor (mops are kept in the main kitchen). Floor must be swept.**
- **the supper room floor must be vacuumed – two upright and one “henry” are kept in the kitchen.**
- remove all rubbish and place in the large green bin outside the side door

Before leaving the premises hall users must check that :-

- all exits have been re-bolted correctly
- the heating thermostats have been turned off/down
- all windows are shut
- all keys returned to the key safe
- all lights are turned off (kitchen, stage, hall, supper room and bar) – the toilet lights are operated by sensors.
- the premises are clean & tidy and all rubbish has been put in the large bin adjacent to the side door

Exit procedures

- please bolt the main doors and ensure the side door is firmly closed.
- please ensure that the single door (through which you entered) is locked securely with the key.
- the key should be posted into the letter box, or returned to the committee member

NB If there is any damage to the premises, due to the hirer's neglect, which results in an insurance claim by the Village Hall Committee, hirers should note that the insurers might subsequently seek financial redress from the hirer.

SAFETY PROCEDURES

FIRE PROCEDURES – the hall is fitted with a fire alarm.

Please study the layout of the hall before the event.

Fire extinguishers are located in the hall, kitchen, bar, stage and supper room.

Exits to the main hall and supper room must be kept clear at all times.

It is recommended at an event that someone is appointed to ensure in the event of a fire everyone has left the building.

FIRST AID

There are no legislative requirements to have a first aider at events. If large numbers are expected it is recommended that a trained first aider is available. A basic first aid kit and accident book can be found in the kitchen.

The nearest hospital with emergency services is Harrogate District Hospital, Lancaster Park road, Harrogate North Yorkshire HG2 7SX

Telephone number 01423 885959

A defibrillator is located outside the building. Dial 999 to activate.

INCIDENTS

It is recommended that for larger events someone is appointed to be in overall control. In the event of an incident whether accident, disturbance or similar, this person will assume control of the situation and summon any help and assistance necessary.

HAZARDS

The committee endeavours to make the Village Hall safe for all users. Please be aware of the various pieces of furniture stored in the hall. The stage area is for performers only. Socket covers are in place so please replace if the sockets are used. Please supervise children at all times, especially in the kitchen areas, **and do not allow them onto the stage.**

We hope you have a safe and happy event.

Bramham Village Hall Management Committee