


CODFORD VILLAGE HALL INFORMATION FOR HIRERS

1. On arrival, please note that CVH is in a residential area and aims to be a good neighbour so considerate parking and controlling noise is important.
2. The Broadleaze Bar area of CVH is alarmed. Regular users will be sent the access code by email either closer to the booking date or after payment has been received by the booking clerk.
3. On entering the CVH hirers should familiarise themselves with the location of fire exits & the assembly point (in the car park). In the event of a fire, please vacate the hall using the nearest available fire exit and assemble in the car park. Please keep fire exits clear, always.
4. Coats & umbrellas can be hung on the hooks in the Main Hall and on hooks in the corridor leading to the toilets.
5. Tables (on a storage rack) and folding chairs (on the storage trolleys) are kept in the Tractor Shed which is accessed through the far end fire exit in the Main Hall. The code for the key press is by the internal door. This will be shared, along with all other access details, after payment is received or a few days before the event. 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. Notice boards are available for regular hirers to display a poster about the activities they hold in the hall. **Do not** stick or pin anything directly onto the plastered walls. Blue tack especially is **strictly prohibited** to be used on the walls.
7. The Main Hall floor is varnished and marked for sports use. Please take care not to damage it. Users are not permitted to bring items other than the furniture provided into the Hall without prior agreement.
8. Kitchen facilities, including crockery, glassware and cutlery etc., are kept in the various cupboards and drawers. There are also kettles, a fridge, urns, food/plate warmer, microwave, cooker and dishwasher for hirers to use. Please bring your own consumables, eg washing up liquid, tea towels etc.
9. The water heater for the Kitchen sinks is switched on via a toggle switch which is alongside it. It can be set to run for up to 4hrs.

10. In the Main Hall there are £1 coin meters for the heaters which the Hirer/User will need to feed if required. **A supply of £1 coins needs to be brought to the event by the Hirer/User.** In all other areas the heating system will be set up for each hirer. Please do not attempt to adjust the settings.
11. A sound system and projector screens are available for use by prior arrangement.
12. Wifi is available in all areas of the CVH and CBB:
 - a. Network: BTB-C9CG2F
 - b. Password CmX9QmRY7HY3pL
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 Codford Village Hall, **BA12 OPP**. The What 3 Words location is [greed.stretch.connects](https://www.greed.stretch.connects)
15. There is a defibrillator located on the outside wall of the hall. In the event that this is needed instructions are on the unit.
16. All accidents must be reported immediately to the booking clerk by telephone (07539 936746) or email (bookings.cvh@codfordvillage.org.uk) and they will instruct you on the next steps.
17. The hall must be vacated within 15 minutes after your booking finish time **and by 11pm at the very latest for evening bookings** in line with planning permission for the hall. Arrangements to clear up after late night bookings can be agreed with the bookings clerk depending on availability.
18. Hirers are to leave the hall as they would wish to find it which is clean and tidy with all furniture and equipment returned to its original position. If the trustees deem that cleaning is required after your event we reserve the right to charge £30 (minimum) to cover this additional cost. Cleaning equipment can be found in the cleaning cupboard via the side fire door exit, in the kitchen and there is a large brush to sweep the hall in the storage cupboard with the chairs.
19. The Committee will appreciate any feedback which will help us to maintain the hall for community use. Please email the Village Hall on bookings.cvh@codfordvillage.org.uk

CODFORD 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 and other kitchen equipment must be washed, dried and returned to the appropriate cupboard or drawer ready for the next hirer
- Toilets are flushed and clean
- Any rubbish is removed from the premises
- All windows must be closed shut
- All fire doors must be closed

Please note: some of the outdoor lights are on sensors and will automatically switch off. The rest of the lights must be switched off after.