Etchilhampton Village Hall Letting Rate & Information

The hourly hire charge is £10 per hour or £50.00 for a whole day (£5 per hour/£25 per day for village residents). Chairs and tables may be hired out separately for private events at £1.00 per table and 10p a chair. Use of the hall (or chairs/tables) is free for village functions which are open to **all** residents, and for charitable events.

Please book online at https://hallbookingonline.com/etchilhampton or directly with the bookings secretaries Kim & Craig Hatton-Pocklington (details below).

Emergency Equipment

1. The **first aid kit** is in the kitchen. If used please notify a committee member so that it can be replenished.

2. There are three **fire extinguishers**:
   (i) Hand dry powder extinguisher in the kitchen with fire blanket.
   (ii) Large water extinguisher just inside the main entrance door.
   (iii) Spare dry powder extinguisher in the cleaning cupboard.

3. The **defibrillator** is located on the outside wall of the hall facing the road. Dial 999 and the ambulance service will give you the code to open the box.

4. The **emergency exit** is at the opposite end of the hall to the main entrance door.

Hall User Checklist

1. The **main water shut-off tap** is located in the nearest ladies toilet cubicle. The water is left off between events to prevent wasting water and in cold weather to prevent flooding in the event of pipes freezing. PLEASE TURN OFF THE WATER BEFORE LEAVING.

2. The **kitchen water heater switch** is next to the hot water tank in the cleaning cupboard. Turn it on about an hour before when hot water is required and set the timer beside the switch for the time required (water will not heat up unless timer is set). Never switch it on unless the mains water tap (see above) is also switched on. Please switch off after use.
Hot water in the toilets is separately supplied from instant heaters at each hand basin.

3. The **floodlight** outside the main entrance is operated from a switch just inside the main entrance door. This takes a few minutes to get up to full brilliance.

Please remember to turn the lights OFF before leaving. (The toilet lights are on a timer and may stay illuminated for some time after the main entrance lights are switched off).

The hall should be left clean (fridge switched off, clean and empty with door propped open) and any breakages notified. It would be helpful if rubbish could be removed from the hall after events but alternatively bin bags are available in the cleaning cupboard.

Hall letting	Kim and Craig Hatton-Pocklington Email: kimmyb17@ymail.com	Old School House	07958383795 (Kim) 07512122745 (Craig)

Village Hall Committee

Chairman	Ruth Chadwick	Plum Tree Cottages	Tel: 01380 860345 or 07902764835
Treasurer	Phil Hendy		Tel: 07966883065
Secretary	Cathy Charles	Badgers Cottage	Tel: 01380 860620 or 07856539255