

Additional Notes for Hirers and Video Walkaround

Access to the Hall

- You will receive a code for the key safe and a digital passcode together with instructions for the two doors, before your event.
- Entry through the porch door is by the silver key (from the key safe), then through the inner door using your digital passcode.
- Always keep the key on you and do not lock the door while anyone is inside. When leaving, fully close the door (checking the right-hand door, as viewed from the outside, is secured top & bottom using the recessed levers) before inserting the key.
- All doors, including fire exits, must be always kept clear. Do not place tables, chairs, or equipment across them.

Parking and Outside Areas

- If the tarmac area is full, please use only the grass area if the ground is dry between the Hall and the main road to the left of the playground.
- Vehicles must not be driven on the land on the northern side of the Hall.
- The entrance and fire exits must always remain accessible for use in emergencies, do not block any doors with vehicles.

Electrics and Lighting

- The main hall electrical switches are in the kitchen. Turn the main switch-key to the on position before using any switches.
- Before leaving, ensure all lights including the foyer light switches are off. External lights are on a delay/sensor switch.

Furniture

- Tables - stored behind the double doors at the rear of the hall. Chairs - stored behind the double doors to the left of the stage.

Bar Facilities

- The Hall Management Committee holds a licence with conditions. Please refer to the FVH Terms & Conditions for full details.

Cleaning and Waste

- Wipe all tabletops after use, then return tables and chairs to the stores.
- Remove all rubbish, including balloons and decorations.
- Place waste in the appropriate outside dustbins, **food waste must be kept separate**. If full, please take excess rubbish away.
- Leave the kitchen and toilets clean and tidy.
- Sweep or vacuum all areas you have used. Cleaning equipment is in the store off the foyer.

Fire Safety and Prohibited Items

- Fireworks, lanterns, and bonfires are **not** permitted anywhere on the premises.
- Candles and nightlights may be used only if placed on suitable safety mats.
- Smoking or Vaping is **not** permitted in the Hall.
- Charging, storage, or use of e bikes, e scooters, or other lithium-ion battery powered devices by hirers or visitors is **prohibited**.
- Emergency signs must always remain illuminated.

Cooking and Food Preparation

- Cooking may only take place in the kitchen and food must not be left out overnight.
- Hog roasts and barbecues must be outside and positioned well away from doors and fire exits, preferably on the tarmac areas.

Before You Leave – Hirer Final Checklist

- ☐ All candles or nightlights are fully extinguished.
- ☐ All tables and chairs are wiped and returned to the stores.
- ☐ All rubbish is removed and bins checked.
- ☐ Kitchen and toilets are clean and tidy, and all food is appropriately stored and not left out overnight.
- ☐ Floors in used areas are swept or vacuumed.
- ☐ All windows and doors, including fire exits, are closed securely and nothing is blocking them.
- ☐ Foyer light switches are off.