

MISTERTON VILLAGE HALL

INFORMATION SHEET FOR HIRERS

Please read this Information Sheet together with the Terms and Conditions of Hire. It contains practical information to help you use the Hall safely and ensure it is left ready for the next user.

Access to the Hall

Key safe codes and access instructions will normally be provided within 48 hours of your booking.

Separate key safes are provided for:

- The car park gate
- The Main Hall
- The Bar
- The Meeting Room

At the end of your hire:

- Return all keys to the appropriate key safe.
- Ensure the key safe is securely closed.
- Scramble the numbers after use.

If you experience any difficulties accessing or securing the Hall, please contact the Booking Secretary.

Please ensure that any caterers, entertainers, contractors or bar staff are aware of your booking times. Access to the Hall is only available during your hire period.

Guests should leave promptly at the end of the event. After midnight (except on New Year's Eve), only those assisting with clearing up and securing the Hall should remain on the premises.

Safety Information

The Hall operates a strict:

- No Smoking policy
- No Vaping policy

In the event of fire:

1. Evacuate the building immediately using the nearest safe exit.
2. Call the Fire Service by dialling 999.
3. Do not re-enter the building until authorised to do so.

Before your event begins, please familiarise yourself with:

- Fire exits
- Fire extinguishers
- Emergency escape routes
- The method of opening emergency exit doors
- The location of the first aid box

A fire evacuation plan is displayed in the Hall and reproduced at the end of this document.

A copy of the Hall's Health and Safety Policy is displayed on the noticeboard in the foyer.

The first aid box is located in the kitchen adjacent to the oven.

Any accident, injury or incident should be recorded in the Accident Book located on the foyer noticeboard.

Safeguarding

The Hall is a public building situated adjacent to a busy recreation area.

Where children, young people or vulnerable adults are attending, hirers should take appropriate safeguarding measures and ensure adequate supervision at all times.

Once all guests have arrived, you may wish to secure the main entrance using the internal thumb lock. If you do so, ensure that all attendees know how to open the door in an emergency.

Temporary Event Notices (TENs)

If your event requires a Temporary Event Notice (TEN), please contact the Treasurer at mistertonvillagehall@gmail.com before applying.

Applications can be made through Somerset Council.

For licensing purposes, the Hall's registered postcode is:

TA18 7LP

Please note that this postcode should not be used for navigation purposes.

Contact Information

The Hall does not have a telephone.

Please bring a fully charged mobile phone with you in case of emergency.

For assistance during your hire, please contact:

Booking Secretary: 07753 164496

If you are unable to contact the Booking Secretary and require urgent assistance, alternative committee contacts are available on the notice board in the foyer.

Heating

Heating controls are located in the Main Hall on the left-hand side as you enter.

Operating instructions are displayed next to the controls.

The heating system has been preset for user comfort. Please do not adjust any locked controls or settings.

Car Parking

The lane leading to the Hall is a public highway and must not be obstructed.

Please ensure that all visitors park considerately and do not block:

- The access road
- Nearby driveways
- Emergency access routes

The main car park can accommodate a significant number of vehicles if used sensibly.

Additional overflow parking is available to the rear of the Hall.

Vehicles must not be driven onto the recreation field.

Consideration for Neighbours

The Hall is located within a residential area.

Please ask guests to:

- Arrive and leave quietly.
- Avoid unnecessary noise in the car park.
- Respect neighbouring properties.

Particular care should be taken late at night when leaving the Hall.

Decorations and Displays

Please do not attach decorations, notices or displays to walls, doors, ceilings or other surfaces in any way that may cause damage.

If you wish to decorate the Hall, please contact the Booking Secretary beforehand for guidance on suitable methods and locations.

Decorations must not be placed near heaters, lighting fittings or fire exits.

Cleaning and Closing the Hall

At the end of your hire, please complete the Hall Checklist displayed in the Hall.

This includes requirements relating to:

- Cleaning
- Rubbish removal
- Locking up
- Securing the car park gate

Please allow sufficient time within your booking period to complete these tasks.

Failure to leave the Hall clean, tidy and secure may result in additional charges in accordance with the Terms and Conditions of Hire.

Faults, Damage and Feedback

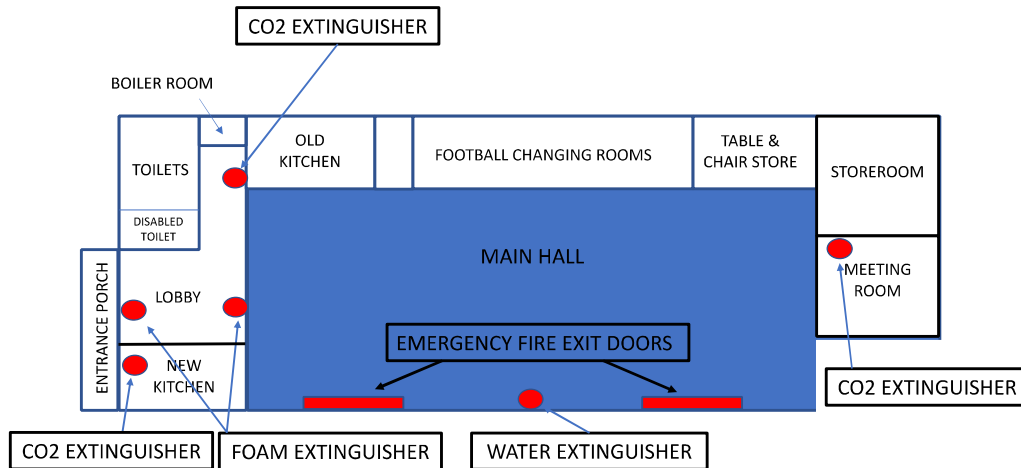
Please report any faults, damage or equipment issues to the Booking Secretary as soon as possible.

Prompt reporting helps us keep the Hall safe and available for all users.

The Management Committee welcomes any comments or suggestions regarding your hire experience.

Fire Evacuation Plan and Location of Fire Equipment

Location of Misterton Village Hall Fire Doors & Extinguishers



The Fire Assembly Area is at the far end of the car park in front of the hall by the fencing.