

# Shilton Village Hall

<b>Hirer Information</b>	
<b>Getting There</b>	The postcode for the Hall is CV7 9JZ. Parking is available adjacent to the building. The entrance to the playing fields car park to the rear of the building must not be blocked under any circumstances.
<b>Unlocking</b>	There is a key safe beside the front/entrance doors to the hall, and the code for this is ..... One key will open the UPVC outer doors and the second key will open the left-hand wooden door. Once in the hall the rear double doors can be unlocked by opening the top and bottom latch and removing the safety chain. <b>This must be done as these doors provide an emergency escape route.</b>
<b>Lights</b>	<ol style="list-style-type: none"><li>1. The light switches for the first area of the hall are to the left of the wooden entrance door (silvered coloured plate). Further down the hall on the left there are switches for the main area of the hall (white plate and switches).</li><li>2. The switch for the foyer light is in the foyer on the left of the exterior entrance door as you enter. The toilets have their own switches. Please note there are two separate switches in the male toilets.</li><li>3. The emergency exit lights should be illuminated when the hall is in use.</li></ol>
<b>Furniture</b>	<ol style="list-style-type: none"><li>1. The hall is equipped with 18 folding tables, four round tables, ten small tables and 100 stacking chairs. Chairs should be stacked no more than five high. When moving the chairs please use the trolley provided. <b>Please do not drag any furniture across the floor.</b> <b>When folding the blue tables stack them on the trolley with the legs folded upwards.</b></li></ol>
<b>Heating</b>	The heating will be set before your arrival according to the temperature at the time.
<b>Cooling</b>	Windows and doors can be opened. Please ensure that windows are not pushed out too far as this will result in the arm of the window breaking.
<b>Cleaning</b>	<ol style="list-style-type: none"><li>1. Disinfectant sprays are located in the kitchen to clean all surfaces including tables if being used.</li><li>2. Mops, buckets, brushes and a Hoover are available in the storage room directly next to the kitchen.</li><li>3. Please ensure you check the toilets and remove any rubbish in the bins if used.</li><li>4. You can leave a maximum of three bags of household sized rubbish bags, these must be securely tied as no split or overflowing bags will be accepted. These should be removed to the outside bin in the car park at the end of the hire period. Please ensure you take any further rubbish with you.</li><li>5. Please leave the Hall as you found it.</li></ol>
<b>Kitchen</b>	<ol style="list-style-type: none"><li>1. There is a good supply of mugs, cups and saucers, dinner plates, side plates and bowls. There is also a selection of cutlery available.</li><li>2. There are large tea and coffee pots, oven trays and kitchen utensils.</li><li>3. A hot water boiler is provided for your use, switch it on at the plug and follow the instructions on the digital dial. <b>This must be switched off at the end of the hire period.</b></li></ol>

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	<p>4. There is a domestic size electric hob and oven however, we suggest it only be used for reheating or keeping food warm.</p> <p>5. There is a fridge/freezer available for your use – please don't forget to leave it empty.</p> <p>6. <b>Please ensure everything is washed up and put away where you found it otherwise a deduction may be made from your deposit.</b></p>
<b>Bar</b>	Alcohol must not be consumed on the premises or areas around the hall unless purchased from the hired bar.
<b>Toilets</b>	The toilets are equipped with toilet rolls and hand soap and there are warm air hand dryers. There are sanitary disposal bins in each of the ladies' toilets, please do not use these for general rubbish and empty if necessary at the end of the hire. There is a baby change area in the disabled toilet with a nappy disposal bin. Please ensure this is emptied if used and a new bag inserted.
<b>Fire</b>	<p>1. The fire escape routes are;</p> <p style="padding-left: 20px;">a. the hall entrance door.</p> <p style="padding-left: 20px;">b. the double doors at the rear of the hall.</p> <p>2. There are five Fire Extinguishers around the hall. Please familiarise yourself as to where they are situated.</p> <p style="padding-left: 20px;">a. In the kitchen there is a fire blanket.</p> <p>3. The Fire Assembly Point is Shilton Playing Field.</p>
<b>First Aid</b>	A first aid kit is situated in the kitchen above the built in cooker. <b>Please inform us if you use anything from the kit so that it can be replenished.</b>
<b>Curtains/blinds</b>	Please ensure all curtains and blinds are left open. The stage curtains should <b>only</b> be adjusted by the pulley which is situated on the wall on the left-hand side of the curtain. Do not attach anything to the curtains.
<b>Bouncy Castles</b>	If you have hired a bouncy castle this must be no higher than 3 metres and must be placed at the far end of the hall ensuring there is still access to the double doors/fire escape.
<b>Outside Area</b>	If you use any of the public areas outside of the hall please clear any litter.
<b>Barbeque</b>	Please contact the committee for permission.
<b>Fireworks</b>	Fireworks are not permitted in or anywhere around the hall.
<b>Sound System</b>	<p>The hall is equipped with a 4-speaker sound system which is housed in a cabinet in the stage room at the rear of the hall. Lights for this area are next to the stage room door. To use the system follow the instructions provided and ensure the amplifier <b>is switched off at the end of the hire.</b></p> <p>Please consider the volume you use as the hall is situated in a residential area. Children must not enter the stage room area at any time and do not use or remove any items from that area unless specifically booked.</p>