

## Staunton on Wye Village Hall : Information for Hirers

The Committee welcomes you to the Hall and asks you to read these notes.

1. **Keys:** you will be sent an **access code for the key safe** at the main door. **Do not give the access code to others.** The keys include: front door, meeting room door, china cupboard and broom cupboard (both in hallway). When replacing keys in key safe make sure to **tumble the numbers so the code does not show.** **Emergency Key - only in case of problems with the key safe:** Stephanie, 6 Rhyddwr Close opposite the hall 07944 404692.
2. **Electricity & heating** is included in hire rates. Hot water is available in the kitchen, the additional serving area and toilets. Heating in the main hall is controlled by the **thermostat above the doors on the inside of the main hall.** Heating in the rest of the premises is controlled by the thermostat high on right just before ladies toilets. Both are set to 10 degrees Apr – Oct and 15 degrees Nov - Mar. Please turn up if you need heating and **TURN BACK TO 10 or 15 DEGREES (depending on month) BEFORE LEAVING THE HALL.** Radiators heat up quite quickly and they are set to the best level so please **do not change individual radiator settings.** The Main Hall light switches are in the box on the foyer wall. The stage spot lamp has a switch on the right behind the stage curtain. **Please turn off all lights before leaving** (though the wall light outside the front entrance stays on). If you close the **curtains, please open them** before leaving.
3. The Fire Authorities have imposed a limit of 160 people for the hall premises. In practice, this means **no more than 140 in the main hall** and 15 in the committee room: It is your responsibility as hirer to ensure these numbers are not exceeded. Please note: **Smoking and Vaping (and associated re-charging) are not permitted** anywhere **inside** our Hall. If smoking / vaping takes place outside the building, any discarded materials must be fully extinguished and removed from the property with your rubbish when you leave (see point 9 below). **Fireworks are not permitted anywhere** on our property. **Portable appliances with naked flames** are also **not permitted.** **Candles are not permitted,** with one exception: Placing a few candles on a birthday cake, then lighting them, is permitted provided that they are continuously monitored and fully extinguished as soon as possible.
4. If **alcohol** is to be sold, including by donation or as part of the entry price, it is **your responsibility to provide a Temporary Event Notice** to Herefordshire Council in good time, ensure you **keep to all licencing regulations,** and to **tell the Booking Secretary that you intend to submit a Notice.**
5. If you are running events where **potentially vulnerable people** attend such as children/under 18s or older people, **please read and comply with our safeguarding policy** – download from the booking site. We reserve the right to ask for evidence of DBS vetting of people running activities in the hall involving children, young people or vulnerable adults. Please ensure you have safeguarding procedures in place, including controlling access to the hall, use of toilets and taking of photographs. If in doubt please contact us. Please also note: The use of a **Bouncy Castle, or any related inflatable, is not permitted anywhere** on our property.
6. A range of **crockery and cutlery** is available in the kitchen and in the china cupboard in the entrance hallway. Please ask if you can't find what you need – we may have it! There are approx. 100 place settings. Please **bring your own tea towels** for use in the kitchen and bar.

7. Two sizes of **table** (trestle & small square) & two kinds of **chair** (plastic and cushioned) are available to hirers from the **store to left of the stage** – not locked, pull door hard! Make sure all these are **put away clean**. Sponge cushioned chairs gently if required to keep them in good condition. Please don't use them for messy events e.g. children's parties, crafts, use plastic chairs instead. **Always use the trolley** to safely move chair stacks. Access to the stage is via a **stage-step**, which is installed just inside the **left-hand store cupboard**.
8. The Hall has excellent **audio-visual facilities** including a radio-mike/PA system, a data projector, large screen, DVD player, amp and hearing loop. These are in the glazed security cupboard to right of the stage along with basic instructions sufficient for most uses and spare batteries - if you need help please ask. **The Hall WiFi hub** is also in this cupboard. **Ask for access** to the **AV key safe** to use any of this equipment. The Hall has a **Premises Licence** covering regulated entertainment, but it **does not include the sale of alcohol**, for which temporary licensing is required (see point 4 above).
9. You are responsible for any **loss/damages** and you must **report them** as soon as is practical to either the Booking Secretary on 07464 096518 or the Caretaker on 07506 608295. You are also responsible for leaving the hall, other rooms, toilets & exterior areas clean & tidy, **removing all your rubbish/recycling** as we have **NO collection facilities**.
10. You must ensure the premises are **properly secured on leaving** – all is tidy/put away, AV equipment turned off, all appliances and taps turned off, all windows, doors & cupboards properly closed/locked, toilets flushed & clean, lights off & heating set to required degrees, before locking the main door.
11. **First Aid boxes** are located in the entrance lobby near the toilets and in the kitchen. Accidents involving injury, or a near miss, should be reported in the **Accident Book** located in the kitchen (on the wall, just above the worktop to the left of the cooker). **Accidents** should **also be reported** to either the Booking Secretary on 07464 096518 or the Hall Chair on 01981 345107 as soon as is reasonably practical.
12. Complaints regarding any aspect of using the Hall should be made in writing using the following email address: [sowvillagehall@gmail.com](mailto:sowvillagehall@gmail.com)

Thank you for your cooperation for helping us to keep the Hall looking its best for all events.

*Staunton Village Hall Management Committee, May 2025*