

Staunton on Wye Village Hall : Information for Hirers *2023 update*

The committee welcomes you to the Hall and hopes these notes will help you.

1. **Keys: you will be sent an access code for the key safe at the main door. Do not give the door 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 code does not show.**
Emergency Key - only in case of problems with the key safe: Stephanie Harris, 5 Rhyddwr Close opposite the hall 07944 404692
2. **Electricity & heating** is included in hire rates. Hot water is available in the kitchen, bar 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 Mar - Nov and 15 degrees Dec - Feb. 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.**
3. The Fire Authorities have imposed a **limit of 160 people** for the hall. It is your responsibility as hirer to ensure this number is not exceeded. If you have a licenced bar it is your responsibility to obtain a **licence** and ensure you **keep** to all licencing regulations from Herefordshire Council, and **also to tell a committee member** you have a licence.
4. 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.
5. A range of **crockery and cutlery** is available in the kitchen and in the china cupboard in 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.
6. Two sizes of table (trestle & small square) & two kinds of chair (plastic and cushioned) are available to hirers from the **store to left of 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.
7. 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 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.
8. You are responsible for any **loss/damages** and must report them to the Hall Chair as soon as possible at stauntonvillagehall@gmail.com . You are also responsible for leaving the hall, other rooms, toilets & exterior areas clean & tidy, **removing all your rubbish/recycling as we have NO facilities for this.**
9. You must ensure the premises are **properly secured on leaving** – all is tidy/put away/AV equipment turned off, all windows, doors & cupboards properly closed/locked, toilets flushed & clean, lights off & heating set to required degrees, before locking the main door.

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

Chair of Hall Committee: Sheila Marsh 01981 501031