

Sutton Bonington Village Hall - Information Sheet for all Hirers

Opening and closing the village hall

The village hall keys are kept in a key safe which is located at the front entrance.

You will be given the code one week prior to the booking taking place. Please ensure you have allowed adequate time for setting up your room/s prior to your event beginning and for clearing up after the event finishes. We often have events that run back-to-back so it is critical that you have allowed for this.

The keys must be returned to the key safe immediately after locking up.

Please ensure that any outside caterers, contractors and entertainment providers are aware of the hire period and that they will not be allowed to enter before or leave after the hire period.

Guests are expected to vacate the premises within 15 minutes of the end of a booking period. After midnight only those helping to clear up the village hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Safety

The village hall has a No Smoking Policy.

In the event of fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999

The location of Fire exits and Fire extinguishers should be noted prior to the village hall being occupied and the manner of opening Fire Doors clearly understood.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack in the store room as shown on the notice.

The village halls Health & safety file is kept in the cleaner's cupboard.

A First Aid Box is located in the kitchen. Please report any accidents to the Booking Officer/Hall Treasurer and log in the Accident Book held in the First Aid Box.

Power circuits/heating

Please do not adjust individual radiators/heaters as this will result in the hall being too hot or cold for subsequent users. The heating is timed according to bookings and also the time of year.

Village Hall telephone

The village hall has no telephone so you are advised to bring a fully charged mobile telephone for use in case of emergency. The address of the Village Hall is **St Anne's Lane, Sutton Bonington, LE12 5NJ.**

Car parking

The lane leading to the village hall is a public road and this must not be obstructed. The village hall car park will accommodate a good number of cars if parked sensibly. Please ensure access is retained for people with mobility vehicles to get to the pathway on the South side of the hall (opposite end to the drive-way).

Consideration for others

Live and recorded music is acceptable between 8am and 11pm any day of the week. All music/entertainment must end at 11pm. (We operate in accordance to the deregulatory changes made to the Licensing Act 2003.)

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud voices in the car park are disturbing to local residents.

Please do not use drawing pins or Sellotape on the walls or other surfaces. Decorative eye-lets are fixed all around the hall and are to be used for attaching decorative items. Always keep decorations away from light fittings and heaters.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home with you. In particular clean the hall floor with a damp mop (not over wet) and wipe clean table tops before returning them to the cupboard.

Faults/damage/comments

Please report any faults or damage to the Booking officer/Hall treasurer as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the village hall.