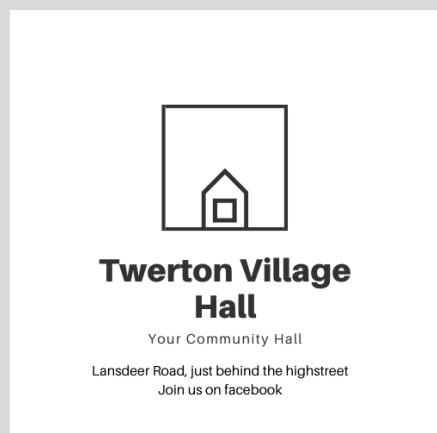


TWERTON VILLAGE HALL

A BRIEF GUIDE TO YOUR EVENT BOOKING



ON ARRIVAL

A volunteer will meet you at the Hall 15 minutes before your booking to go through health and safety procedures and what to do in the event of an emergency or a fire.

- 0 Emergency contacts 07847 761 131 / 07943 544 407
- 0 Do you know where the first aid kits are?
- 0 Have you signed the contract?
- 0 Have you made your full payment?

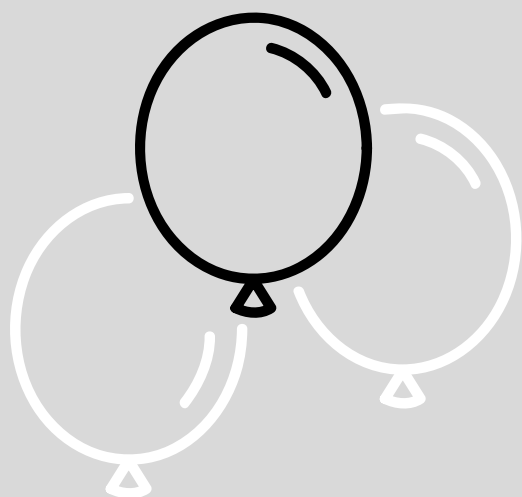
HEALTH & SAFETY

Have you read the risk assessment?

- If the fire alarm sounds gather at the fire assembly point
- Report accidents (these need to be recorded)
- Report breakages
- NO alcohol on the premises, as there is no licence
- NO Smoke machines or e cigarettes (these set off the fire alarm and you will be charged for a call out)
- Smoke outside (there is a designated smoking area)

CCTV has been installed to prevent and deter Crime to the Hall, also to provide safety for the staff and its users.

- For your security you could lock front door to deter criminals and use the side door as your access



DURING HIRE

Have fun.

Your hall hire covers you for the time you have paid for, including all facilities and the grounds.

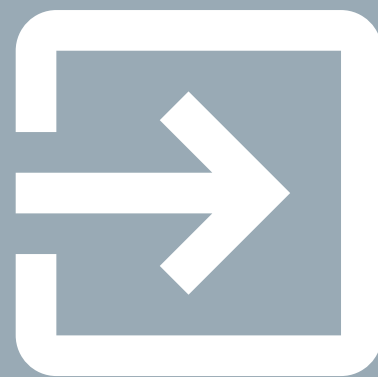
Use the outside space. If the doors are open please be aware of your party group and where they are.

ON LEAVING

Are the premises clean and tidy condition, the same as when you arrived.

Rubbish **MUST** be taken with you.

Furniture needs to be returned to their original positions .



PLEASE take ALL your rubbish with you.

The hall is run by volunteers for the community. Spread the word and get your local hall used.

WEBSITE : HALLBOOKINGONLINE.COM/TWERTON/
FACEBOOK : TWERTON MILLENIUM VILLAGE HALL
PHONE : 07943 544 407