ULLENHALL VILLAGE HALL - USERS' PROCEDURES

General

You must leave the Hall as you would wish to find it, including

- Tables and chairs stacked away
- Rubbish segregated into recycling/non-recycling in bag(s) and placed in the bins outside
- All used glasses and crockery washed and put away.

Please do not stick Sellotape or Blu-tac on the walls, but use drawing pins in the wall battens provided.

Alcohol

Alcohol must not be sold unless you have a Temporary Event Notice (T.E.N.).

Safety

You must comply with the Hall's Health & Safety policy (a copy of which was provided when you signed the Hiring Agreement, and can be found on the notice board). In particular:

- You should make yourself and all your guests familiar with the location of the fire exits.
- You must ensure that all fire exits are kept free from obstruction at all times.
- Take appropriate care when moving tables and chairs and use the chair trolley and table tool where appropriate.
- Children are not allowed in the kitchen at any time unless supervised.

The First Aid kit is located in the kitchen.

The Hall has no telephone. You should ensure that you have a mobile in good working order with you in case of the need to contact the emergency services.

Smoking and vaping

Smoking and vaping are forbidden anywhere in the hall.

Rubbish

Please segregate into recyclables in the blue lidded bins and non-recyclables in the black bins outside.

WiFi code – the system is: SKYZ2Q3J and the password is: **zJDn59bhStvK**

Heating

The cost of heating is not included in the hire charge. The heating meters (located in the cabinet in the lobby area) require £1 and £2 coins.

Dishwasher

The dishwasher is for glasses and mugs only. Instructions are on the washer. Whilst it washes quickly, it takes an hour to heat the water, so turn it on well in advance of when you need it.

Before leaving

Please check all doors are locked.

Please check all lighting, taps and heating are turned off (especially the toilets, which are often forgotten).

Continued overleaf…

Contacts

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