

LITTLE WEIGHTON VILLAGE HALL: INFORMATION FOR HIRERS

1. Please treat the Village Hall with respect – it is run by a charity for the benefit of the people of Little Weighton, so please leave the hall in a clean and tidy condition as you would wish to find it. Sweeping brushes are to be found in the store room.
2. Please supervise the people using the hall during the period of your hire. You will be asked to pay for any wilful damage. A deposit of £100 may be required. Do not sub-let (e.g. table top sales.)
3. If you are selling alcohol you will need to apply for a licence.
4. There is a fire exit door in the Rowley room. Please show this to people using the hall. The back kitchen door can also be used as a fire exit door if there is a fire in the kitchen. Please make sure that someone has a mobile phone to ensure easy communication with the emergency services. The Emergency Services should be asked to come to the front of the hall, unless there is a fire in the car park: postcode HU20 3US. The assembly point is in the car park: postcode HU20 3UU.
5. The central heating will be programmed to come on in order to make the temperature comfortable for your stay. There are thermostats in both the Weighton and Rowley rooms. If you alter these please return them to their original positions so that people coming after you will be warm. Ditto radiator thermostats. The heating can be overridden by pressing the button on the programmer in the boiler room in the kitchen.
6. The hot water heaters should stay switched on at all times. The Lincat boiler for making tea should be switched off at the wall socket after use, but do not turn off the water supply.
7. There is a commercial dishwasher in the kitchen. If you will be doing a lot of washing up, please ask the Booking Secretary for instructions and read the instructions on the wall above the dishwasher.
8. If you have only a small amount of washing up, please use the freely provided tea towels in the drawers in the kitchen. After use, place in the white “waste-paper basket” in the kitchen for laundering. Ditto tablecloths.
9. We will not normally get out the chairs and tables unless you find this too difficult to do, in which case please ask the Booking Secretary. Please return everything to the store room after use. To use the chair trolleys, please wedge open the doors and have 2 people, one at the front, one at the back, to steer the trolley through the doors. Please re-stack the chairs on the trolley after use with the padded seats facing outwards.
10. The folding door between the Weighton and Rowley rooms should be either open or shut according to your booking instructions. Please do not attempt to change this unless you have had training.
11. Please put rubbish which can be recycled into the blue bin outside the back door. Other rubbish should be placed in the kitchen bin. Further bin bags can be found under the sink and placed in the green bin outside the back door. Put food waste in a compostable bag in brown kitchen caddy and **TAKE IT HOME WITH YOU.**
12. On leaving, make sure all exterior doors are locked, fire doors are closed and all lights switched off. The toilets, store room and car park lights are motion sensitive. The front lights are on a timer. Please do not make too much noise.
13. There is a rubber cable cover in the farthest white cupboard in the Hunsley Suite. Also extension cables.
14. If you require the audio visual system, please ask the Booking Secretary to unlock the cabinet. We do not have a TV licence so you cannot play any BBC programme on any device.
15. There is a First Aid kit on the kitchen windowsill. If you use any item, please write this in the book inside the box. There are Accident Report forms in the black folder next to the oven.
16. Instructions for all appliances are in the red folder next to the oven.
17. There is a comprehensive range of policies. Please ask the Booking Secretary if you wish to see them e.g. the child safe-guarding policy.
18. Sand and salt for gritting the paths will be made available by the back door in icy weather for your use.
19. Make sure all fire doors are shut on leaving. The store room and toilet lights will go off automatically.