

Westoning Village Hall

The Committee thanks you for your booking and asks you to read the following information:

Hirer's responsibilities:

Familiarise yourself with the position of the emergency doors, check they work and **do not** obstruct them (see plan overleaf)

Note the position of fire extinguishers and fire blanket (see Floor Plans document)

If applicable ensure alcohol is sold/provided according to the law

If loud music is played or performed all doors and windows must be kept closed; this is a requirement of our Premises Licence

Abide by the Terms and Conditions of hire (available next to the First Aid box)

If you have any problems ask the Warden or call **07483378440**

Action on discovery of fire

- Sound the alarm by shouting
- Leave the building by the nearest fire exit
- Do not re-enter the building
- Report to the assembly point on **The Green**
- Call the fire brigade by mobile phone or by a neighbour's phone
- Only attempt to tackle small fires if confident to do so
- Do not put yourself at risk

At the end of your hiring:

- Please ask your guests to leave the hall quietly so that they do not disturb our neighbours.
- Make sure cookers and kettles are turned off at sockets.
- Please empty kettles and drain the urn to help reduce limescale.
- Remove anything you've put in the fridges.
- Sweep the floors and mop up any spills - cleaning equipment is available in the caretaker's cupboard in the front lobby.
- Wash up and put crockery and cutlery away.
- Wipe over kitchen surfaces.
- Wipe tables, if necessary, and put them away.
- Stow chairs as indicated on the trolley.
- **Please take away all your rubbish**
- Ensure toilets are flushed.
- Check that the rear doors and the hall fire exit door are all shut.
- Turn heaters down to '1'
- Turn off all lights (front lobby and toilet lights turn off automatically).
- Close internal doors and check no one is left in the building (check toilets).
- Lock up and return the key or inform the Warden that you have vacated the building.
- Report any problems, breakages or damage to the Warden.

Thank you for your cooperation