

GENERAL INFORMATION

The Hirer shall be responsible for:

- ensuring that everyone adopts and practises a common-sense and responsible attitude towards health and safety when using the hall, including maintaining the building as a NO SMOKING area;
 - setting out and stacking away correctly all chairs, tables and other equipment;
 - leaving the premises in a safe, clean, and tidy state, ready for the next hirer;
 - ensuring all rubbish is disposed of in the bins provided outside the kitchen door;
 - maintaining clear access to all doors and emergency exits;
 - the quiet and orderly departure of all persons attending;
 - the removal, at the end of the hire, of all equipment brought to the hall and all food/drink from the kitchen;
 - ensuring heating and lights are switched off and premises locked;
 - reporting matters requiring attention to the hall Trustees;
 - returning keys as agreed with the Bookings Manager.
-

Capacity

The Village Hall has a maximum capacity of 100 people standing OR 50 people seated.

Keys

A key box is situated beside the kitchen door.

When you leave, please make sure all fire exits are secured and the kitchen door is locked and key replaced in the Key box.

Lights

The main hall lights are located in the broom cupboard in the entrance hall.

As you leave, please check that all lights are switched off – especially all of the toilets. The outside light is on a sensor and will switch itself off.

Heating

The heating controls are located in the broom cupboard in the entrance hall.

The temperature can be regulated from the wall thermostat to the left of the main hall windows.

When you leave, please make sure all the heating is switched off.

Furniture

The tables should be stacked at the end of the hall by the lobby. Please wipe the tables before putting away.

After use, chairs should be stacked at end of the hall by the lobby, no more than 5 high.

GENERAL INFORMATION

Kitchen

You may use crockery, cutlery or glasses/ jugs. Please check at the time of booking. Please return to cupboard or drawer where you found them.

Clean tea towels are in one of the cupboards. It would be helpful if any used tea towels could be left on the worktop behind the door.

If you are going to make more than a few teas or hot drinks, the water boiler needs to be turned on about 10 minutes before use. Please make sure that the water boiler is turned off before leaving.

Rubbish

There should be spare bin bags under the sink.

There are two collection bins outside the kitchen door for rubbish. Green for recyclable materials and Black for general rubbish.

Fire Regulations

Please familiarise yourself with the location of the fire exits. All external doors are fire exits. Please make sure these are not obstructed.

In the unlikely event of a fire, please phone for the emergency services and evacuate the building by the nearest route.

Doors

Should you need to lock the kitchen door during hire, please remove the key from the lock. This allows access in case of emergencies.

If the double fire exit doors are opened during hire, please ensure that they are secured using the cabin hooks provided. They cannot be opened from the outside if slammed shut.

All doors should be closed and locked following hire.

Emergencies

As there is no telephone in the hall, please make sure that a mobile phone is available for emergencies.

Car Parking

The Village Hall Car Park is shared with the Wotton Hatch Public House. Our allocated spaces are alongside the hedge.

Consideration for Others

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

Please do not use drawing pins or Sellotape on the walls or other surfaces. Use the notice board where possible and use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the hall as you would wish to find it.