



LANGFORD BUDVILLE JUBILEE HALL

Registered Charity Number 287714

INFORMATION SHEET FOR HIRERS

Opening and closing the Village Hall

EITHER

Regular Hirers will be given the keypad code to enter the hall for their event.

OR

The Village Hall will be opened for your hiring fifteen minutes before and will be closed for you within fifteen minutes of the time you have indicated. Please confirm your departure time with the person opening the hall and do not leave it open and unattended.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period. Rubbish must not be left outside the hall overnight.

The person opening the hall for you has their phone number on the main door and please ring that in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. Only those helping to clear up the Village Hall should be on the premises after this time. Failure to comply with this will result in forfeiture of your deposit.

Safety

In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Village Hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A plan showing these is attached at the end). Please make sure that all fire exit doors are unlocked (turn buttons) in the main hall when a large number are present.

Please stack chairs and tables in the storeroom in the manner shown on the notice.

The Village Hall's health and safety and fire risk files are kept in the information folder, which is in the office.

A first aid box is located in the kitchen . Control switches are located in the office.

Please note that bouncy castles and other pieces of large equipment will need to be insured by the hirer unless it is being run by a qualified user.

Power circuits/heating

The heating controls are located in the main hall and foyer. Please let the booking secretary know if you need the Village Hall to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the Village Hall being too cold or hot for subsequent users. The heating is timed for regular users. Please warn all occupants of this.

Kitchen

Your hire of the main hall or committee room includes the use of the kettle, water heater and mugs for groups of 20. Please return all items clean and dry to the cupboards where you found them. Please note tea towels and supplies are not provided. There is an additional charge to use the major kitchen appliances, such as the cookers and dishwasher.

Hall telephone

The Village Hall has a telephone in case of emergency only. You are advised to bring a fully charged mobile telephone for your own use.

Car parking

The lane leading to the Village Hall is a public road and this must not be obstructed. The Village Hall car park will accommodate a good number of cars. Parking on the access road is strictly forbidden.

Outside Space

Your hire of the Village Hall includes the use of the surrounding space, but not to attempt to climb the banks or wall. Children must be supervised at all times, just as in the hall.

The hirer must obtain permission to drive vehicles over the grass areas as it can cause damage, especially in wet weather.

Consideration for others

Please close all windows and doors of the hall when music is playing so that the neighbours are not disturbed.

Please ask your guests to leave quietly at the close of your event and to turn left out of the drive. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins, masking tape or sellotape on the walls or other surfaces, use blu-tack only on the glass doors if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the Village Hall clean and tidy. All rubbish created by the Hirer is to be removed from the premises at the end of each hiring session. In particular we ask you to ensure tabletops are wiped clean before being stacked in the cupboard.

Allow enough time for setting up and cleaning up after your event.

If food and drink has been consumed the hall floor may need sweeping and/or washing.

Cleaning Cupboard. There are large brooms, mops, buckets, and other cleaning items that you are welcome to use. It must be kept locked when not in use. The vacuum cleaner is stored in the office.

Faults/ damage/ comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the Village Hall.

Location Plan and use of fire equipment for Hirers

