

# Information sheet for all hirers

## Opening and closing the village hall

The village hall keys will be available from the key box mounted on the Village shop (unless agreed otherwise) and after locking up, must be returned there immediately.

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. **Also Note: In addition to cleaning up (guidance is provided in the H&S file on the kitchen windowsill) you are required to remove any rubbish from the hall and surrounds. Please take it with you otherwise a cleaning charge of £50 will be applied.**

Please telephone 07867 526820 in case of difficulty.

Guests are expected to vacate the premises at the end of a hire period

## Safety

The village hall has a No Smoking Policy.

Inflatable play equipment, for example a bouncy castle or similar, is not permitted.

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 by you before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests.

Please use the trolleys provided for moving chairs and tables in order to avoid injury and to avoid damage to the hall floor. Please stack chairs and tables as you found them.

The village hall's health and safety file is kept in the Kitchen on the window sill. The file contains Food safety guidance should you require it.

A first aid box is located in the Kitchen on the window sill.

Risk assessments and policies are available via <https://www.thisistealby.com/tealby-village-hall>

## Fridge and Freezer

The premises are provided with a refrigerator, freezer and thermometers. If you require the use of either appliances **please let us know at least 1 week in advance of your booking**, as they may need to be switched on especially.

## Power circuits/heating

Please let the Booking Secretary know if you need the village hall to be particularly warm or cold. Do not adjust the heating as this will result in the village hall being too cold or hot for subsequent users. Please warn your guests of this.

## Hall telephone & Wifi

The village hall has no telephone so you are advised to bring a fully charged mobile telephone for use in case of emergency. (delete as appropriate).

The village Hall Wifi has password "villagehall".

## Car parking

The village hall car park will accommodate a good number of cars, approx.15, if they are parked sensibly.

## Consideration for others

In addition to cleaning up you are required to remove any rubbish from the hall and surrounds. Do NOT leave waste in bins. Please take it with you otherwise a cleaning charge of £50 will be applied. Cleaning

guidance is provided in the H & S file in the Kitchen on the Windowsill.

Please bring tea towels and kitchen paper with you if you are using and glassware or the kitchen area.

Please ask your guests to leave quietly at the close of your event. The Hall has near neighbours who should not be disturbed by noisy departures.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack 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 and take all your rubbish home. In particular we ask you to be careful with the floor when stacking tables and chairs.

### **Faults/damage/comments**

Please report any faults or damage or breakages to the Booking Secretary as soon as possible so that they can be rectified quickly. Equipment will be checked against an inventory at the end of the hire so please leave items where you found them.

We hope your event goes well for you and your guests. The management committee welcome comments or observations that you may have about your hire of the village hall and

<image pending: Location and use of fire equipment for hirers>

In the meantime there is a plan on the kitchen noticeboard which you should look at before your booking commences