



IMPORTANT INFORMATION FOR HIRERS

Opening and Closing the Village Hall

A key code will be issued to you immediately prior to your booking. This code will only operate during your booked hire period.

Access is via the side door on the right-hand side of the building when facing it. Enter the code and press the arrow key. You will hear the announcement: **“The door is now open.”**

Please ensure that any external caterers, contractors, or suppliers are aware of the hire period, as they will not be able to gain access before or remain after the booked times.

At the end of your hire period, please ensure that:

- The front door is securely locked.
- All lights are switched off.

Your Safety Responsibilities

Fire Safety

As the hirer of the hall, you are responsible for the safety of all guests and users attending your event, including ensuring that appropriate procedures are followed in the event of a fire.

Please familiarise yourself with:

- Emergency exits and escape routes
- Fire-fighting equipment
- Fire alarm activation points

The hall is equipped with a fire alarm system, smoke detection devices, and emergency lighting.

If any disabled persons are attending your event, you must ensure that suitable arrangements are in place to enable them to evacuate the building safely.

All fire exits and escape routes must be kept clear at all times.

The glass fire doors in the main hall are for emergency use only. The blue cable tie is fitted to keep the doors secure but is designed for quick release if required.



The Village Hall operates a **No Smoking Policy**. A designated smoking area and ashtray are provided under the covered area outside the front entrance.

In the Event of a Fire

The fire alarm should be activated by breaking the glass on any of the fire alarm call points. Please refer to the attached location plan.

Only attempt to tackle a fire if it is safe to do so.

The building should be evacuated calmly and in an orderly manner using the nearest appropriate exit. Once safely outside, call the Fire and Rescue Service on **999**.

Fire Assembly Point: Near the entrance to the car park.

Restricted Areas

Stage

The stage is out of bounds unless prior access has been arranged. Parents and guardians must always supervise children and ensure they do not play on the stage or steps.

Kitchen and Storage Cupboard

These areas are not to be accessed by children.

Bar

The bar area remains locked but can be made available for hire upon request.

First Aid

A small first aid box is in the kitchen drawer marked with a first aid symbol.

It is the hirer's responsibility to provide an adequate first aid kit and suitably trained first aiders appropriate to the size and nature of the event.

Working at Heights

Hirers are advised to use **own step ladders** responsibly and safely.



Car Parking

Priory Road, which provides access to the Village Hall, is a public highway and must not be obstructed.

The Village Hall car park can accommodate a substantial number of vehicles when parked responsibly.

Parking is strictly prohibited along the hedge row on the left-hand side of the lower car park, as this area forms part of a public right of way and must remain accessible for emergency vehicles.

Where to Find Things

Light Switches

The main light switch panel is located just inside the side entrance. Most lighting controls are located here.

Small Hall

- The dimmer switch for the wall lights is located beside the swing door.

Main Hall

- The light switch panel is located on the left-hand side of the hall adjacent to the stage.

Store Cupboard

- The light switch is located immediately inside the store on the right-hand side.
- Please note that the store lights will only operate when the main hall lights are switched on.

The electrical consumer unit (circuit board) is located on the far wall of the kitchen near the heating controls.



Heating

Heating controls are located at the far end of the kitchen.

To operate the heating:

1. Press the switch for the appropriate hall.
2. The heating will run for one hour.
3. Press the switch again if additional heating is required.
4. Use the override button to switch the heating off if necessary.

The heating system will automatically switch off when the building is vacated.

Please do not adjust individual radiators or heaters, as this may affect comfort levels for subsequent users.

The boiler provides a continuous supply of hot water to both the kitchen and bar areas.

Wi-Fi and Bluetooth

Wi-Fi

Free guest Wi-Fi is available via **BT Guest Wi-Fi**. No password is required.

If you experience any issues, check that the router is switched on. The router is located behind the curtains on the right-hand side of the stage, where there is a bank of sockets. The relevant plug is labelled “**Router.**”

Bluetooth Audio

Bluetooth connectivity is available for use with your music system.

The sound system power supply is located in the same area behind the stage and is labelled “**Sound System.**”

To connect:

1. Switch on the sound system.
2. Search for **BTBoard** on your device.
3. Connect and play your audio.

Please ensure that the sound system is switched off at the end of your event.



Noise Control

The hall is fitted with a sound limiter. If music exceeds the permitted volume level, the power supply may be temporarily interrupted.

Chairs and Tables

Chairs and tables are stored in the storeroom adjacent to the main hall.

A light switch is located immediately inside the store on the right-hand side. Door hooks are provided to hold doors open during access.

Please use the trolleys provided when moving chairs and tables to reduce the risk of injury.

When returning furniture:

- Follow the storage layout shown on the notice displayed in the storeroom.
 - Stack chairs in groups of 10.
 - Take care when lifting and moving furniture.
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Consideration for Others

Please ask your guests to leave quietly at the end of your event. Loud conversations and car doors slamming in the car park can cause disturbance to nearby residents.

Please do not use drawing pins, adhesive tape, or similar fixings on walls or other surfaces. If decorations or notices need to be displayed, please use white tack.

Decorations must not be attached near light fittings, heaters, or other heat sources.

Cleaning and Waste Disposal

Please leave the Village Hall clean and tidy after use.

All rubbish must be securely bagged and placed in the council waste bin located outside the side entrance.

If the bin is full, you must take your rubbish home.



Please do not leave rubbish bags beside or around the bins.

Before storing tables, please ensure that all tabletops have been wiped clean.

Faults, Damage and Feedback

Please report any faults or damage to the Booking Secretary as soon as possible so that issues can be resolved promptly.

The Management Committee welcomes any comments, suggestions, or observations regarding your hire of the Village Hall.

Emergency Contacts

The hall is operated by volunteers. Additional emergency contact numbers can be found:

- On the external notice board
- On the kitchen wall notice board

Booking Secretary

- Telephone: 07863 217301
- Email: bookings@dodfordvillagehall.co.uk