

FOLKSWORTH, WASHINGLEY AND MORBORNE VILLAGE HALL

HALL HIRE REGULAR USER NOTES

PLEASE RETAIN THIS DOCUMENT FOR YOUR OWN USE – DO NOT RETURN WITH THE BOOKING FORM – IT CONTAINS IMPORTANT INFORMATION FOR THE HALL AND COMMUNITY ROOM USE

A responsible member of your party should be familiar with all these important details. These notes have been written as an aid to the Hall and Community Room's utilities – if you are unsure of any item please contact the hall via **Tel:** 07946 033882 or **Email:** hire.villagehall@gmail.com

KEY COLLECTION: Via Key safe code or Key copy which has been provided to you as a regular user, please do not share these with anyone else. The Car Park Keys are hooked in the electric Meter Box Cupboard in the Main Hall. THESE **MUST BE PUT BACK AFTER USE.**

ALCOHOL: If you wish to sell Alcohol you will need to apply to Huntingdonshire District Council for a TENS licence. You will need to obtain this yourself and pass details on to the booking clerk when booking, this is also detailed on the booking request from.

ALL WEATHER SURFACE: No glasses should be taken outside in this area. It is for children's use. Private Bookings are more than welcome to use this area for Children to play in.

CROCKERY AND CONSUMABLES: We have crockery and cutlery suitable for 100 settings, as well as beer, wine and soft drink glasses. We have a Hot water boiler capacity 13.5 litres, which will need to be switched on should you require it. **Please make sure that you turn it off before leaving the premises.** We have a large range electric oven with hob, a microwave and a refrigerator. We supply: toilet rolls, washing up liquid and paper roll. **PLEASE BRING YOUR OWN TEA TOWELS, DISHCLOTHS AND RUBBISH SACKS.**

DISABLED HEARING LOOP: The hall is equipped with a hearing loop. Hearing Aid users should turn their Aid to T.

ELECTRICAL FAILURE: See inside Meter Box Cupboard in main hall for instructions, you should make yourselves aware of this information at the start of your period of hire.

ELECTRICAL SAFETY: All equipment brought into the Hall must have an up to date PAT Test or meet the required standards.

EQUIPMENT: All instructions can be located in the bottom Kitchen Drawer.

FIRE ALARM / SAFETY PROCEDURE: The Fire Exit plan and diagram of the hall is located in the entrance lobby as well as in the community room. All fire exits should be kept clear. Ensure all outside doors are kept free of vehicles. In the event of fire you will find extinguishers located just inside the double doors inside the main hall, in the Kitchen, by the Fire Exit door of the Main Hall and outside the Community Room under the fire horn. A Fire Blanket is located in the Kitchen.

If the fire cannot be safely controlled sound the fire horns situated above the extinguishers and **EVACUATE THE BUILDING AT ONCE.** Do not take any belongings – your safety is more important. The Fire Exit lighting is on at all times and should there be a power cut, the emergency Fire Exit lighting will be on.

FIRST AID: A First Aid Box is situated in the Lower Meter Cupboard of the main hall and another is located in the community room bottom cupboard. Both doors are labelled with First Aid Signs.

FURNITURE: The chairs are on trolleys in the left hand side cupboard in the main hall and can be moved about as necessary, there is a floor bolt on the double doors. Please take care when opening the folding chairs, as some require gentle persuasion. The folding tables are located in the main hall cupboard with the chairs. **Replace the furniture in a clean and tidy condition: all tables should be wiped down and replaced as found. If any items are damaged please notify the Booking Clerk.**

LIGHTING: The Main Hall switches are situated by the double doors on the right as you enter the Main Hall Entrance. PLEASE MAKE SURE ALL INTERNAL HALL LIGHTS ARE SWITCHED OFF WHEN LEAVING. This also includes the Community Room.

ROOM HEATING: The Main Hall is gas centrally heated, which has been programmed for your hiring period. The Thermostat is located on the hall wall opposite the internal entrance door; should you alter the temperature, please remember to put it back at the end of the Hiring Period. If it is not working you should check that the thermostat is turned up appropriately. If the heating does not work please contact the above numbers.

RUBBISH: Under no circumstances leave any bin bags outside, as they attract vermin. The blue wheelie bin is for dry recycling of clean cans, bottles, paper and recyclable plastics- Do not bag.

WI-FI: The hall has free Wi-Fi. The password presently is: **Ep4aCXTYdnUv** this password may change. If you need to check the current password can be found on the inner Meter Box door.

The Village Hall Committee reserves the right to inspect the premises at all times even during your hire period.

WE HOPE YOU ENJOY USING FOLKSWORTH VILLAGE HALL BUT BEFORE YOU GO PLEASE REMEMBER TO:

- WIPE KITCHEN SURFACES, WIPE SINK, CHECK TOILETS, EMPTY BINS ETC
- SWEEP ALL FLOORS
- TURN OFF ALL LIGHTS
- SHUT ALL WINDOWS AND FIRE EXIT DOORS
- CHECK ALL OUTSIDE DOORS ARE LOCKED
- IN THE EVENT OF ANY SPILLAGES MOPS AND BUCKETS CAN BE FOUND IN THE KITCHEN

TAKE ALL YOUR BELONGINGS HOME – THE HALL COMMITTEE REGRETS THAT IT CANNOT BE HELD RESPONSIBLE FOR ANY LOSS, DAMAGE OR THEFT OF ANY ITEMS BELONGING TO THE HIRER OR THEIR GUESTS