



## Helpston & Etton Village Hall

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### Hirer Quick Guide: Opening, Safety, Heating & Closing Checklist

#### **Access to the Hall**

- A keybox is located to the LEFT of the front door.
- The access code will be emailed to you before your booking.
- When leaving, lock the hall and return the key to the keybox.
- Contact: [helpstonvillagehall@gmail.com](mailto:helpstonvillagehall@gmail.com) if you have any issues.

#### **When You Arrive**

- Pin back the main entrance door (it opens inward). This is a health & safety requirement.
- Switch ON emergency lighting (kitchen, right of the door).
- Turn on heating if required.
- Check fire exits are clear and accessible.
- Ensure you have a charged mobile phone for emergencies.
- WiFi available – Password: 33294919.

#### **Safety & Fire Procedure**

- No smoking anywhere inside or immediately outside the hall.
- Familiarise yourself with fire exits and extinguishers.
- In a fire: raise alarm using Klaxon, evacuate immediately, call 999.
- Assembly point: outside the Village Shop on West Street.
- Fire extinguishers are for last resort – evacuation is the priority.
- First aid box and fire blanket are located in the kitchen.

#### **Using the Hall**

- Use trolleys provided to move tables and chairs.
- Return furniture neatly after use.
- Use Blu-tack only for decorations (no pins or tape).
- Keep decorations away from lights and heaters.



- Be considerate to neighbours when leaving – keep noise low.

### **Parking**

- There is no dedicated car park.
- Please park on West Street without blocking driveways, or the road.

### **Cleaning & Rubbish**

- Use the recycling and general waste bins provided.
- If bins are full, take excess rubbish home.
- Wipe tables before stacking them away.
- Leave the hall clean and tidy.

### **Heating Overview**

- Main heating switch is located under the fuse cupboard in the kitchen.
- Over-door heaters are operated with the remote control.
- Side wall heaters are controlled by nearby switches.
- Radiant ceiling heaters maintain approximately 21°C automatically.
- Ensure ALL heaters are switched OFF before leaving.

### **Before You Leave (Checklist)**

- Empty and switch off the dishwasher.
- Switch off all kitchen appliances and water heaters.
- Leave the fridge door slightly open.
- Turn off over-door heaters using the remote.
- Turn off both wall heaters and the main heating switch.
- Switch off emergency lighting.
- Turn off hall, kitchen, toilet and corridor lights.
- Return heater remote control to its hook.
- Empty kitchen and toilet bins.
- Take home excess rubbish.
- Check fire doors are closed.
- Lock the main entrance door.

Note: Failure to switch off heating or lighting may result in additional charges.

### **Feedback**

Please do let us know about any faults or damage so that they can be rectified quickly.

Helpston & Etton Village Hall Trust CIO

Charity Reg No: 1209720



The Management Committee welcome any comments or observations that you may have about your hire of the Village Hall. We can be contacted at:  
[helpstonvillagehall@gmail.com](mailto:helpstonvillagehall@gmail.com)