

## **Little Harrowden Village Hall information sheet and user guidance notes**

*These notes are provided for your safety and guidance; it is essential you make yourselves aware of them.*

### **Access**

Instructions for access to the Hall keys will be emailed to the hirer 48 hours before the period of hire if payment is made in full. Please ensure the hall is left clean, secure and the keys replaced, and all heating and lighting switched off on conclusion of the event.

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.

Access will only be allowed during the period of hire unless by special arrangement.

Please telephone 07794965373 in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. All events should conclude by 11.00pm latest, a licence is required after 11.00pm. After midnight (unless the event is on New Years Eve) only those helping clear up the village hall should be on the premises. Failure to comply with this may result in forfeiture of your deposit.

### **Safety**

1. All exits must be kept clear and always unlocked
2. For safety, comfort and to comply with legal requirements smoking is not permitted in any part of the building.
3. The Hirer/organiser is responsible for supervising evacuation in the event of a fire to ensure everyone is out of the building, and the Fire Brigade called dialling 999. The assembly area is on Main Street, by the telephone box. Please ensure all guests are aware of this and the emergency exits.  
There is no telephone in the hall. Please bring with a fully charged mobile phone with you.  
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 sketch plan showing these is shown on the last page.
4. The village hall location is:  
Main Street  
Little Harrowden  
NN9 5BB
5. A basic first aid kit is to be found in the main hall on the wall adjacent to the front fire exit.
6. The hirer/organiser is responsible for the safety of all electrical equipment brought into the hall for use at an event.
7. Hirers are responsible for ensuring any event is covered by appropriate insurance and a full risk assessment conducted.

8. The village hall's health & safety file is kept in the kitchen.

## **Lighting**

### Entrance

The light switches for the entrance hall and toilets are in the entrance lobby. As there is limited natural light in the access corridor the entrance hall/corridor light should be switched on whenever the hall is in use.

### Hall

The switches for the hall lights and outside front lights are in the hall adjacent to the kitchen door.

### Kitchen

The kitchen light is switched on from inside the kitchen just inside the kitchen door.

### Toilets

Switches for the accessible toilet and ladies' and Gents toilets are located in the entrance lobby, outside each of the toilets. There are individual lights in each Ladies' cubicle.

Note: The toilet extractor fans are linked to the lighting circuit and, therefore, it may be preferred to keep these lights on during hall use regardless of lighting conditions.

### Heaters

There are 4 storage heaters in the hall that are on automatic setting, and must not be tampered with. There are 3 additional heaters that can be switched on for extra comfort if needed.

### Toilet Heaters

All heaters in the toilet areas are switched on individually.

*Please ensure all lights are switched off before you depart. A charge may be levied for electricity used in the event of lighting being left on.*

## **Hall**

### Furniture

1. Table trolleys should be moved into the hall and the required number of tables taken off the trolleys. Tabletops should be wiped clean before returning to the trolleys.

*Please ensure all furniture is returned to the store after use. Floor brushes and mops are available in the cleaning station between the toilets.*

2. A wheeled trolley is provided to assist in storing the chairs. Do not stack more than 6 deep on each stack. *Please use this trolley to reduce the risk of personal injury and to prevent damage to the floor as would occur if the chairs were dragged across the floor*

3. Spills etc. should be immediately wiped from the chairs to minimise the risk of staining.

5 Furniture must not be taken outside the Village Hall.

**6. It is essential that the storeroom doors are kept bolted when closed to avoid the risk of them opening when leant against.**

7. Where extension leads are used particular care should be taken to avoid tripping.

8. Floor

Please be aware that the hall floor can be slippery particularly when wet.

9. Posters & Decorations.

Posters or decorations may be fixed to the walls using white "blu-tack" or similar, or paint friendly tape. Please do not use adhesive tape or Sellotape, as this can damage the paintwork.

*Drawing pins should not be used on any visible surface.*

10. Noticeboards

The noticeboard in the hall opposite the entrance doors is for the exclusive use of the bowls club and should not be used.

The noticeboard at the entrance in the foyer is for events within the hall, village events and public service notices. Space is limited and commercial notices and out of village events will therefore be removed.

There is a small noticeboard in the foyer, opposite the entrance doors that can be used for out of village events. Space is limited.

Kitchen

1. All spills should be wiped up immediately from the floor to avoid slipping.

2. Deep fat frying is not permitted.

3. Switch for the cooker is above the cooker on the wall.

4. Switches for the hot water are adjacent the double sink to the left, labeled, and under the counter to the left of the serving hatch when facing out to the hall.

Note: The hot water takes approx. 20mins to achieve the required temperature. (hot water to the toilets is automatic and no action is required).

5. There is sufficient crockery for normal use (up to approx. 25 people) available within the kitchen cupboard. For more formal use or larger gatherings there are also 100 white china place settings in a separate cupboard which is normally kept locked. If this is required, please select crockery in the facilities section when booking the hall.

Please report any breakages so that replacements can be arranged and please ensure the white china is returned to that cupboard.

6. A fridge is provided. Please ensure it is at the correct temperature to meet your needs. Please leave it switched ON when you leave.

7. A microwave/grill is provided. Instructions for use are in the bottom kitchen drawer.

8. Children are not allowed in the Kitchen when cooking in progress.

## **Car parking**

There are 8 parking spaces in the carpark.

3. Where large events are planned overflow parking is possible along the main street.

4. All cars are parked at owner's risk

## **WIFI**

WIFI is available free within the hall. Identified as **SKY Guest WIFI**

## **General notes**

1. Please put all rubbish out in the bins at the rear of the Hall outside. There is a green bin for cardboard, plastic, glass and cans. Following large event's organisers are requested to take all recyclable materials to the nearest recycling point (Tesco?) as the refuse services will only empty bins and will not remove adjacent plastic sacks etc.

Nappies etc. should **not** be flushed down the toilets. Soiled nappies should be taken home.

2. Please ensure a bin liner (spares in kitchen under sink) is always used in the kitchen waste bin and please ensure the bin is emptied at the end of the session.

3. The hall should be left in a clean condition at the end of the session, all lights and water turned off and furniture returned to the storeroom (stacked as per the diagram in the hall) and all windows shut, and doors locked. Please close all Blinds at the end of an event.

4. All cleaning materials are found in the kitchen cupboard under the sink. Floor brushes and mops are found between the foyer and gent's toilets in the corridor space

5. The side storeroom accessed via the kitchen is not available to hirers. This store is kept locked.

6. On leaving the hall please do so quietly with due regard to the adjacent residents.

7. All equipment brought in or stored at the Village Hall is done so at the owner's own risk

8. The hirer is responsible for the safety of hall users during the period of hire

9. For events where alcohol is sold directly or included within the ticket price, permission to obtain a TENS licence from North Northants Council should first be requested from the Hall Management Committee on the approval for TENS application form. The Hall as a premises is only allowed a maximum number of Licences per annum.

*Thank you for your co-operation*

*Observing these basic conditions, we hope will help you, your guests and future hall users enjoy a safe and successful event.*

*The Village Hall committee reserve the right to levy a charge on users for damage and abnormal wear and tear or missing items and for electric usage resulting from usage other than during the booked period.*