

Pytchley 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 07858 399808 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.

Water

The water should be turned off at the end of the session. When arriving at the hall, therefore, it will be necessary to turn the water back on. The mains isolator tap is in the ladies toilet in the furthest cubicle low down in the right-hand corner

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 in the car park. 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 know to your guests. A sketch plan showing these is shown on the last page.

4. The village hall location is:

Church Road
Pytchley
NN14 1EL

5. A basic first aid kit is to be found in the kitchen adjacent to the hall door.

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 lobby and corridor

The entrance lobby and corridor lights are automatic. They come on when you enter through the front door; the entrance light stays on for five minutes after the door is locked.

Outside lights

A fully automatic PIR floodlight is fitted outside the front door.

A separate outside light by the cigarette box is switched from inside the entrance lobby. Please switch it off when leaving.

Hall

The switches for the hall lights are in the hall adjacent to the kitchen door. They are momentary (non-latching) switches. *To switch the lights ON or OFF press briefly once. To dim or brighten hold the switch down until the desired level is achieved.*

Kitchen

The kitchen has two movement-sensed lights: one switch is by the kitchen door and one by the outside door. Leave both switches on unless temporarily switching them off for film shows or similar events; switch them back on afterwards.

Outside kitchen door

The light outside the kitchen door is movement-sensed, has no switch, and also works as an emergency light if power is lost.

Waste bin area

The light by the waste bins is movement-sensed, has no switch, and also works as an emergency light if power is lost.

End storeroom lights

The end storeroom lights are fully automatic and movement-sensed, with no switches to turn off.

Toilets

The toilet lights are fully automatic and movement-sensed, with no switches to turn off. Please note: the toilet lights stay on for 15 minutes after you have locked the front door(s).

Fire exit doors to side of building

A new automatic external emergency light will be fitted soon.

If power is lost, the outside lights along the kitchen side will illuminate the route to the car park.

Main switch panel in kitchen

Leave these switches on, as they power the automatic lights.

You may switch off the kitchen lights for film shows or similar events, but please switch them back on after your booking.

Heaters

The infra-red heaters in each room are programmed prior to your booking. There are 4 x room thermostats, one fitted in each of the following rooms:

- 1) Main Hall thermostat
- 2) Kitchen thermostat
- 3) End Store thermostat
- 4) All Toilets thermostat (fitted in ladies' toilet).

The heating is programmed to start 15 minutes before your period of hire and to switch off automatically 15 minutes before the end of your hire period. (This is a cool down phase).

Each thermostat can be adjusted up or down for comfort.

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 end store after use. Floor brushes and mops are available in the cleaning station between the toilets.

2. Chairs should be stacked 5 or 6 high to allow furniture to be stored tidily in the end store. To avoid toppling do not stack more than 7 high. See instructions affixed to storeroom doors.

3. A wheeled trolley is provided to assist moving stacks of chairs. *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*

4. 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 at the end of the hall is for the exclusive use of the bowls club and should not be used.

The noticeboard at the side of the hall 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.

Kitchen

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

2. Deep fat frying is not permitted.

3. Switches for the cooker, wall heater and hot water are in the cupboard adjacent to the cooker.

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

4. 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.

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

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

Paved area

The paved area at the rear of the hall is in poor condition and unsafe and must not be used.

Car parking

1. Please ensure vehicles are not parked in the access road to restrict access by emergency vehicles. At the Church Road end dropped kerbs are provided for wheelchair users and prams. Please ensure vehicles do not obstruct these.
- 2 A disabled parking space is reserved adjacent to disabled access slope.
3. Where large events are planned overflow parking is possible at the edge of the recreation ground through normally locked gates. The Village Hall Committee have keys to this gate and under certain conditions may allow the gates to be unlocked for overflow parking. Under these conditions the hirer is responsible for vehicle movements on the recreation ground and must ensure the safety of recreation ground users in this connection.
4. Please ensure that the pedestrian gate to the recreation ground is clear of vehicles allowing easy access for mothers with prams.
5. All cars are parked at owner's risk

Projector & Audio System

The ceiling mounted projector and drop-down screen can be selected at the time of booking and can be selected in the facilities section. If you hire the projector, a box containing remotes and cables will be provided on the day of your booking. There is a connector panel for the cables directly under the audio amplifier in the top left corner of the hall. After use, please switch off the amplifier and the projector and then pull out the single 13 amp plug from the socket so the equipment is not left on standby.

WIFI

WIFI is available free within the hall. Identified as BT Guest WIFI

General notes

1. Please put all rubbish out in the bins at the front of the Hall outside. There is a blue bin for cardboard, plastic, glass and cans and green bins for all other waste. 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 drawer by window and cleaning cupboard) 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 open all curtains at the end of an event.
4. All cleaning materials are found in the kitchen cupboard under the left sink. Floor brushes and mops are found between the ladies and gent's toilets in the corridor space
5. The side storeroom accessed via the kitchen (and doubled doors at the side of the main hall) 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.