

Standlake Village Hall

(Registered Charity No 304372)

Guidance Notes for all persons hiring the Hall

General

NO ONE UNDER 18 may hire the hall or be present without adult supervision. All hirers are responsible for ensuring that they comply with the Child Protection Act 1989 and 2004.

KEY HOLDERS must not use the Hall outside the period booked and must not allow their keys to be used by anyone else without the permission of the bookings secretary.

NECESSARY LICENCES Hirers are responsible for obtaining any necessary licenses – theatre, liquor etc.

CUPBOARDS Hirers who have locked cupboards are responsible for the cleanliness of the interior. Only non-perishable goods should be stored. Any sugar should be stored in a sealed container. Any bottles of cordial should be cleaned to avoid attracting ants.

ELECTRICAL APPLIANCES Users may only use the electrical appliances provided in the hall. No unauthorised appliances may be brought into the hall.

USE OF THE STAGE If the stage is required then the Booking Secretary has to be informed in advance.

During the Hiring Period

No smoking is allowed anywhere in the building.

Safety & Good Conduction – Hirers are responsible:

- For the safety of users and for their good conduct.
- For the care of the equipment and fabric of the building and patio.
- To ensure that sellotape is not used on the walls.
- To ensure that there is not undue noise that might cause aggravation to neighbours.
- To ensure that their group does not leave litter in the grounds.
- To ensure that the exits and fire doors are unobstructed at all times.
- To ensure that they know how to use the fire extinguishers.
- To ensure that any fire, however small, or any other incident is recorded in the accident book (on the First Aid box in the Kitchen) and reported to a member of the committee.
- To report any damage or breakages to the Booking Secretary

PATIO chairs and tables may be taken on to the patio (weather permitting) but **not** on the grass. Barbeques are not allowed on the patio.

Before Leaving the Premises

RUBBISH should be in plastic sacks and placed in the wheelie bin in the car park. All excess and recyclable rubbish must be taken away for disposal.

CHAIRS should be cleaned and restacked (no more than 6 high) under the shelf in the store room. Any chairs taken from the upper shelf must be put back there after use. **DO NOT** obstruct access to the electrical fuses cupboard.

TABLES should be cleaned and replaced as found.

KITCHEN EQUIPMENT used should be cleaned and put away.

FLOORS, WORK SURFACES AND SINKS should be swept/cleaned.

CLOSE all windows (including those in the toilet) and emergency doors.

CHECK that no taps are left running.

PERSONAL BELONGINGS – ensure that you and your group have taken all your belongings. The management committee accepts no responsibility for lost property.

SWITCH OFF cookers, heaters and lights.

LOCK the outside doors.

IMPORTANT DOCUMENTS

The latest Health and Safety Policy, Risk Assessment, Fire Risk Assessment, including a plan of fire exits and fire extinguishers, Safeguarding and Internet Use Policies can be found on the Standlake Village Hall website – www.standlakevillagehall.co.uk
All hirers should familiarise themselves with these documents.

TO ALL USERS

We hope that you understand the reasons for these guidance notes which are for the benefit of all and that you will co-operate and comply with them. They do, however, form part of the contract between you and the Village Hall Committee. Please let us know if the premises are in any way unsatisfactory on arrival. The Management Committee reserves the right to impose additional charges or cancel future bookings if there is serious non-cooperation.

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Special Notes

Ball Games

Ball games in the Hall must only use soft foam balls

Cooker, Utensils and Crockery

Instructions for use of the cooker are in the drawer on the right side of the sink. Please note that unless the clock is working the oven will not operate. Please ensure the cooker is clean before you leave.

No cooking utensils, plates or cutlery are held in the Village Hall. You must, if needed, supply your own. Cups and saucers are in the cupboards above the cooker.

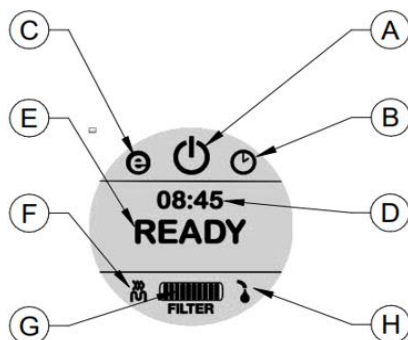
Beverage Water Heater

This is plumbed in to automatically refill. **Please do not switch it off at any time.**

If the boiler has been turned off at the mains switch. When the power is turned on again, the time will default to **Monday 00.00**. The time will need to be set, for the boiler to commence heating. The Heater is programmed to only operate during the normal hours of use of the Hall.

To set the time, press the time (D) on the touchscreen display of the boiler.

Touchscreen display configuration



On pressing the time, the display will change to the Day, Hour, and Minute display with the Day in yellow, use the left and right arrows to scroll to the correct Day.

Press the Hour, to select it, use the left and right arrows to scroll to the correct Hour.

Press the Minute, to select it, and use the left and right arrows to scroll to the correct Minute.

Once set, use the back arrow to conclude the set up.

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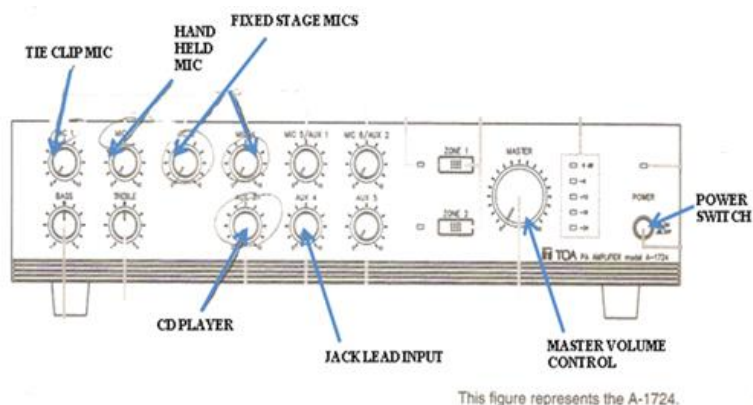
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Sound System

A sound and loop system is provided with a hand held microphone, lapel microphone and CD playing equipment. **If you need to use this equipment please inform the Bookings Secretary at the time of the booking.** You will be invited to be shown how to use it.

Input Controls



Sound System: Hand Held Microphone

To turn on. Press and hold the button on the bottom of the Microphone. Green light in the centre of the button indicates that the Microphone is live. By pressing the button again you mute the Microphone, indicated by a red light in the centre of the button.

To turn off. Press and hold button until light extinguishes.

Stereo cabinet: **Mic 2** and **Master** volume controls on the Amplifier (top unit in cabinet) control the volume from the Microphone.

Services

Electricity: The fuse box is in the cupboard within the chair store, The key for the cupboard is stored in the kitchen on a hook beneath the First Aid Kit.

Water: The main Stopcock is in the cleaning cupboard, within the Kitchen. Most taps have isolation valves on the pipe feeding them, a quarter turn with a screwdriver, knife or penny will stop the supply to an individual tap.

Heaters:	Main Hall	Switches on the wall beneath each heater.
	Frank Douglas Room	Adjacent to the heater
	Kitchen	Adjacent to heater
	Foyer	Adjacent to heater.
	Chair Store	Adjacent to heater.

Internet:	Network Name	Standlake Village Hall
	Password	standlake

First Aid: The First Aid Kit is stored in the Kitchen, please complete a form within the Accident Reporting Book in the event of an incident. The Book is located next to the First Aid Kit