

## **Three Holes Village Hall – Additional information for hirers.**

Contact Names:

<u>Chairperson (Susan Lowe)</u>	01945 772824
<u>Vice Chair (Brian Ranger)</u>	01945 773710
<u>Secretary (Helen Hartley)</u>	01945 610316
<u>Treasurer (Geoff Fox-Noble)</u>	01945 592054

It would be much appreciated if you would note that the committee spends a lot of money on painting and floor maintenance. Please do not use anything on the walls that will leave marks or remove paint (eg. Blutac, Sellotape, drawing pins). We would also ask that you use the trolley for chair movements taking care not to scratch the walls or floor.

### Fire and Emergencies

At the start of your event, please inform all participants of the location of the fire exits and the assembly point which is in the Car Park at the Bus Stop. As specified in the Terms & Conditions of Hire, the Hirer, who is designated as the 'Responsible Person' must read and act upon the **Emergency Action Plan** displayed on the notice board on the wall inside the main hall (opposite end to stage).

In the event of fire the Hirer should implement the Emergency Action Plan. Do not attempt to re-enter the building for any reason.

**PLEASE ENSURE NO PYROTECHNICS OR SMOKE EFFECTS ARE USED IN THE BUILDING AS THESE WILL SET OFF THE ALARMS. PLEASE HONOUR OUR NO SMOKING POLICY.**

There are various fire extinguishers positioned on the walls in the premises that can be used in the event of a small fire. Do not ever attempt to tackle a fire any larger than a waste-bin.

### First Aid Box and Accident Book

The First Aid Box and Accident Book are situated in the kitchen, the former is fixed to the wall, the latter is in the Filing Box on the worktop, adjacent to the fire exit. If you are unfortunate enough to have a minor accident please use the first aid box in the kitchen and record details of the accident in the accident book. The completed page should be handed to the Booking Secretary (or another Committee Member) at the end of the hire period. We would also ask that you inform the Bookings Secretary if you use any supplies from the box so it can be replenished for future use.

The Village Hall Accident Book conforms with the Data Protection Act 1998 in that accidents are recorded on single record sheets, which can be detached from the book once completed and passed to the Bookings Secretary. The Committee will keep the record sheets in a secure place for a minimum of three years from the date of the accident as required by law.

To assist us if you notice anything that could possibly cause an accident, please write the details on the feedback form supplied with your agreement.

### Light and Heating switches/controls (all are labelled)

The lights in the entrance lobby turn on automatically when it is dark.

Switches for the main hall are situated through the main hall doors, on the wall, on the left hand side.

Switches for both the gentlemen's and ladies' toilets are situated on the wall behind the entry door to the disabled/ladies' toilets. Heating controls are also situated in this area and a note explaining use is located beside the controls.

Switches to the hall extension lights are situated in the bar/food server area, on the wall closest to the stage.

Switches for the stage are situated on the right-hand side of the steps/door to the stage.

Switches for the stage spot lights are situated behind the curtains on either side of the stage.

### Chairs & Tables

Chairs and tables are situated in the cupboard in the hall extension. Signs for using/cleaning the tables are displayed on the cupboard doors and table trolleys. A device for assisting raise/collapsing the table-legs is supplied/available if needed.

Please ensure that the chair trolley is used at all times and care must be taken not to damage the floor.

Chairs must be stacked at a maximum of 6 high at any time, including when moving on the trolley.

Ensure you do not obstruct the doorways/fire exits **at any time** with chairs, tables or other items. Tables and chairs must be set out to ensure accessible routes to the doorways/fire exits are available at all times.

### Toilets

The gents, ladies and disabled toilets/washrooms are situated to either side of the hall's entrance lobby. There is also a toilet/washroom off the kitchen.

If there is anything missing, eg soap, toilet rolls etc. then please inform the Bookings Secretary.

### Baby Change

A baby change area is available in the disabled toilet. Please take home soiled nappies etc if at all possible or use the sanitary bin. On no account should ANY nappies or other sanitary waste be flushed down the toilets.

### Waste

The bins for kitchen and general waste are situated in the kitchen and food server area. Please ensure that you take away with you all waste and recycling at the end of your hire period.

### Music volume

We very much like people to enjoy themselves at Three Holes Village Hall but our neighbours do not always enjoy the music being played (especially if they are not invited). We would ask that the volume used in the hall is kept to a reasonable level especially later on in the evening.

### Stage

Children must not go on the stage unless for a specific task and accompanied by an adult. Please use the pull-cords and do not manually force the curtains on the stage as this can cause damage. Please report any issues to the Bookings Secretary.

### Curtains (stage and windows)

Please ensure you use the pull-cords for the stage and window curtains..

The main stage curtains should be left closed at all times when the stage is not in use and children must not be allowed to play there at any time.

### Leaving the premises

We would ask that when you vacate the hall, you do so at the agreed time and quietly, giving consideration to the neighbours.

### Bar/Food Servery

The bar/food server area is stocked with a number of drinking glasses of various sizes. These are available for use during your period of hire but **additional glasses will be required for large functions.**

### Kitchen

If required during your period of hire, **please bring the following items with you:**

- Tea towels, dishcloths etc
- Rubber gloves, oven gloves
- Cooking pots, pans and ovenware

The kitchen is stocked with cutlery, plates (small & large), bowls (soup & dessert), cups & saucers (150 settings approx) and some cooking utensils. Cupboards and draws are marked to show the location of items and please return any used to the appropriate cupboard. There are some locked cupboards in the kitchen which are reserved for regular users and we would ask you to respect this.

### Chopping Boards

Colour-coded chopping boards are provided and should be used as outlined on the poster displayed. Please do not use the worktops for chopping or cutting.

### Cleaning

We would ask that all users of the kitchen give the surfaces a clean/wipe over with the anti-bacterial cleaner provided before and after use.

Ensure all appliances are switched off after use.

### Spills

To avoid slips and falls, please ensure any spills are mopped-up immediately. A mop and bucket are provided in the small room alongside the stage/adjacent to the bus stop. Kitchen paper is available in the dispenser in the kitchen, please use this to dry floors once the main spillage has been mopped.

### Customer Feedback and Satisfaction

The committee makes every effort to ensure your visit to the hall is enjoyable and safe. If you would like to make any suggestions or comments please use the Customer Feedback & Satisfaction forms provided - copies are available in the Filing Box on the kitchen worktop adjacent to the fire exit - and hand these to the committee member locking up at the end of your hire period.