

Hirers Information Sheet

Opening and Closing the Village Hall

The Village Hall keys will be available from Jenny Green and, after locking up, must be returned to her immediately.

Please telephone 01371 870402 in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the Village Hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit. Hirers leaving the premises after 9 pm are asked to close and lock the gate when they leave.

Safety

The Village Hall has a No Smoking Policy.

In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits to the car park, and the Fire Brigade called by dialling 999.

The exact location of the nearest telephone, 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 following page).

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in a tidy manner.

The Village Hall's health and safety file is kept in the kitchen

A first aid box is located in the kitchen

Power Circuits/Heating

The heating controls are located on the wall by the kitchen door. Do not adjust individual radiators/heaters as this will result in the Village Hall being too cold or hot for subsequent users. The heating controller is normally set to 16 °C. It may be increased using the thermostat buttons whilst the Hall is occupied but should be returned to 16 °C before the Hall is vacated. Please warn your guests, band or disco of this. Do NOT tamper with the controls on the front of the boiler. These are complex settings and fiddling with them could cause the boiler to shut down requiring a call-out from a plumber. This could result in the loss of your hiring deposit.

Telephone Availability

The Village Hall has no telephone and the nearest one (which does not take coins) is located on Duck Street at the corner of Manor Road. You are therefore advised to bring a fully charged mobile telephone for use in case of emergency.

Use of the Playing Field

Hirers of the hall should note that the playing field and playground are managed by Little Easton Parish Council. Anyone wishing to use the field during a booking should request permission from the Parish Council. The Council Clerk can be contacted via the Parish Council web site

<https://www.littleeastonpc.co.uk/contact/>

Car Parking

The lane leading to the Village Hall is a public bridleway and this must not be obstructed. Please observe the 10 mph speed limit. The Village Hall car park will accommodate a good number of cars if they are parked sensibly. Cars are parked in the car park at their owners' risk.

Cars are not allowed on the grassed area or the playing field.

Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents. Please do not speed in the village and, in particular, on the road leading up to the hall (Manor Road).

Please do not use drawing pins, blu-tack or sellotape on the walls or other surfaces. Do not fix decorations on light fittings or heaters.

Please leave the Village Hall clean and tidy and **take all waste away - off the site.**

In particular we ask you to ensure table tops are wiped clean before being stacked in the store room.

Use of Televisions

The use of Television apparatus for the purpose of receiving off-air programmes is forbidden as the Village Hall has no TV licence.

Faults/ Damage/ Comments

Please report any faults or damage to the bookings officer as soon as possible so that they can be rectified quickly. The Management Committee welcomes comments or observations that you may have about your hire of the Village Hall.

Location and Use of Fire Equipment for Hirers

