



KIRKLEVINGTON VILLAGE HALL HIRE – USER INFORMATION FOR OCCASIONAL/ONE OFF HIRES

Payment.

Payment shall be by FPS [bank transfer], 10 days in advance. In exceptional cases a cash payment may be agreed, payable on collection of the key.

Collection & Return of Keys

Key may be collected from & should be returned to: 10, The Green, Kirklevington, TS15 9NW, unless otherwise advised. Invoices and receipts are available, and the hirer should request these, if required, when booking.

Safety

The village hall has a no smoking policy – as per the Hall's Standard Conditions of Hire.

The location of fire extinguishers, alarm points, fire exits & escape routes must be noted upon entering the village hall.

In the event of a fire, the entire hall shall be evacuated as per the routes & escape doors shown on drawings posted in the entrance lobby & balcony meeting room. Then call the Fire Brigade on 999.

The fire assembly point is in the play area across Pump Lane from the village hall.

A first aid box & the accident register are located in the kitchen.

Capacity

The maximum number of people permitted in the entire hall is 100. This also applies to the hire of the large hall on its own including amenities. If the hire is for the small hall only then the maximum [fully seated] capacity is 40 &, if not fully seated, it is 60.

Alcohol

The hall does not have a license for the sale or supply of alcohol. The Hirer may arrange this for their function or supply their own drinks.

N.B. see Note 3 concerning "Temporary Event Notices" at the end of The Standard Conditions of Hire which can be accessed via:

<https://www.kirkcommunity.co.uk/bookings>

Vigilance

There have been instances of petty theft from users of the hall & cars/contents in the car park. The Hall Trustees urge all those using the hall to be alert when using the premises and, wherever possible, keep valuables in sight. The Hall Trustees cannot accept liability for any such loss or damage.

Heating

Each hall has its own heating circuit which is switched on by a double rocker switch & pilot light arrangement located & labeled on the wall within each hall.

Pressing the "On" switch activates the heating for a period of 1 hour. Once the hall has warmed up the wall mounted thermostat regulates the hall temperature. These can be adjusted up to 22C.

The entrance halls, toilets, kitchen & bar area also come on when either hall circuit is activated & use thermostatic valves to regulate the temperature in these areas.

After one hour the heating switches off so if required press the rocker switch again to switch on for another hour. You cannot press the switch say 4 times to get 4 hours of heating, they have to be pressed again after every hour.

Hot Water

There is a labeled switch near the circuit breaker box/door in the kitchen. When activated this will fire the gas boiler used to heat the upstairs hot water cylinder which serves the kitchen & bar sinks. The switch located between the ladies & gents toilet doors turns on the electrically hot water system for these wash rooms.

Car Park & External Lighting

We have 14 car parking spaces at the hall. Pump Lane, giving access to/from the car park from Forest Lane, to properties beyond the hall, & to the A67, must remain passable at all times.

Car park & under eaves light switches are just to the right of the entrance door on the way in, delay off timers are set at ~ 15 minutes.

Location & Types of Tables & Chairs

There are large tables and small tables in the cupboards in the small hall. There are also large tables and chairs in the cupboard in the large hall. If it is necessary to move chairs and tables for use in a different hall please make sure they are returned to the correct storage area.

If you are holding a birthday party for young children please use the blue plastic chairs (in the large hall) for the children's birthday tea. It is helpful for all concerned if spills are easily cleaned up.

There have been incidents of damage to ceiling tiles caused by ball games in both halls. It is the responsibility of supervising adults to ensure that games do not result in damage to the building, fixtures, & decor.

A chair mover is available & should be used for the stacks [max 6 high] of brown upholstered chairs in the large hall store room, & also for moving stacks of the green upholstered chairs in the small hall.

Disabled Access

Full access is available to all ground floor areas, including toilet facilities by means of entry from the car park via the east fire doors into the staircase/snooker room lobby.

General Cleaning After Hire

Please ensure that all tables are wiped down if they have been used for food &/or drink, or craft activities etc. before returning to the original storage location/hall.

Please ensure all general/food waste is bagged up & placed in the red bin located on the car park side of the hall. Bottles/glass & metal cans used at a party or event must be bagged up separately and taken away as we do not have recycling arrangements in place. Heavy duty plastic bags are available in the cupboard under the sink in the kitchen.

Mops, brushes, & dust pans are in the large hall cupboard and in the kitchen; floors must be cleaned/swept. The above is particularly important after an evening function, as there may be a morning hire on the following day.

The Trustees reserve the right to recover any extra costs that they may incur if cleaning & storage is not done to a satisfactory standard, i.e., as found at the start of the hire.

WiFi

Is available in the hall with the signal strongest at the kitchen/bar ends of the halls.

The router ID & user access password is the same: "VillageHall"

Final Check List

When leaving the building please check that:

- All rubbish has been bagged up & put in the outside waste bin, or removed completely if bin is full.
- All doors, including fire doors, & windows are securely closed.
- All electrical appliances & the cooker are switched off.
- All water taps are closed.
- All internal & external lights are switched off [the external lights have a time delay].
- No-one is still inside the building.
- Lock the main exit door on the car park side.
- Return keys to the Hire Secretary & report any damage, faults, or any other concerns.