

## Information sheet to be given to all hirers of Barrington Village Hall

### Opening and Closing the village hall (please delete A or B as appropriate)

A The village hall keys will be available from \_tba, \_\_\_\_\_  
and, after locking up, must be returned there immediately.

B The village hall will be opened for your hiring by \_\_\_\_\_ and will be  
closed for you at the times you have indicated.

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.

Please telephone in case of difficulty,

The premises must be vacated no later than midnight and the doors locked. Failure to comply with this will result in forfeiture of your deposit.

### Security, access and exit arrangements

Access to the hall is via the double doors at the east end of the hall. When the Yale type lock is undone the electronic door access security passcode will need to be entered into the key pad to the left hand side on the outside of the main doors. Keying in the door access security code will release the electronic lock on the doors for approximately 25 seconds. If the doors have not been opened within this time the access security code will need to be re-entered.

If the burglar alarm has been set a burglar alarm warning sound will be made immediately on opening the doors. If the burglar alarm warning does sound the burglar alarm security tag, attached to the front door keyring, will need to be swiped across the key pad on the inside immediately to the right of the front doors as you enter the building, to silence the alarm.

The door access security code and burglar alarm tag (if hirer is to open/lock the door) will be given to the hirer prior to the event. These should not be generally divulged and only given to those on a need to know basis.

Once inside, to exit through the front doors the green button to the right of the front doors must be depressed - this will release the electronic door lock for approximately 30 seconds. If the door is not opened within this time the button will need to be pressed again to exit through the front doors. The electronic door access mechanism can be switched off by pressing the switch immediately above the green button to off (top of switch pressed in). However, this will enable anyone to enter the hall, without keying-in the security passcode and will not require the green button to be depressed to exit.

When leaving the hall for the last time the hirer should ensure that the electronic door access mechanism is switched ON ie the switch immediately above the green button is switched on (bottom of switch pressed in). Please ensure that the two front doors are fully closed, If one door is held open by the electronic lock mechanism release the lock by pressing the green button and exiting within 25 seconds.

Hirers will not normally be expected to set the burglar alarm on finally leaving the building, Please ensure that all hall lights are switched off and all external doors fully closed and locked when leaving for the final time. The external light in the porch is on an automatic sensor control and will switch off shortly after it does not detect any movement.

### Fire Safety & emergency evacuation

No Smoking is allowed in the village hall by law. Please ensure that all attendees comply with this requirement. The village hall has smoke detectors located throughout the building which could be set off by cigarette smoke AND smoke from theatrical smoke machines. Should a smoke detector be set off the fire alarm will sound. In the event of the fire alarm sounding the village hall should be evacuated in an orderly manner using the appropriate exits.

The Emergency Evacuation Assembly Point is on the Barrington Mews tarmac car park by the entrance to the car park.

A responsible person should then investigate the reason for the fire alarm without putting themselves or others at risk. If there is a fire call the Fire Brigade by dialing 999. Please note that the village hall has no telephone and the nearest public telephone is located approx 400 yds to the left of the Village Hall towards the Church at the bottom of Copse Shute Lane. You are advised to bring a fully charged mobile telephone for use in case of emergency (note that some mobile networks may have a poor reception.)

Fire exits and fire extinguishers are clearly marked and must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. The Emergency Exit signs over the patio doors in the main hall must be switched on when the building is occupied - switch at waist height to the right of the patio door furthest from the stage. Please switch off when leaving the hall.

### **Health & Safety**

Please use the trolleys provided for moving chairs in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notices in the storerooms.

The Village Hall's health and safety file is kept in Locked store cupboard and is available for inspection upon request. A first aid box and the Village Hall Accident Book are kept in the Committee Room.

The village hall has a CCTV system to monitor the external perimeter.

### **Floor in Main Hall**

Stiletto heels could damage the wood floor in the main hall and must not be worn. Hirers will be held liable for any damage caused to the floor.

### **Power Circuits/Heating**

The Village Hall is heated by automatically programmed underfloor heating. There are no heating controls accessible to the hirer. Please let the booking secretary know if you need the village hall to be particularly warm or cold.

Cost of heating and lighting is included within the hire charge.

### **Lighting**

The lights in the main hall are on a dimmer switch. To switch on or off press the button once. To dim the lights (or cycle through dim/bright) press and keep your finger on the switch.

Lights in the kitchen and toilets are controlled by sensors and will switch on automatically on entering the room and switch off automatically a short time after leaving the room.

### **Kitchen Equipment**

The kitchen has tea making facilities, kettles, hot water boiler, dish washer, refrigerator and microwave available in the standard hire arrangement, Power to the kitchen equipment is controlled by a coin meter which takes £1 coins and is located above the door to the plant room in the committee room adjacent to the kitchen. Hirers are expected to pay for electricity consumed in the kitchen and not run the meter down.

The refrigerator is not normally left on. Hirers will need to make special arrangements for it to be switched on in advance of their booking if required. If the dishwasher is planned to be used it should be switched on at both the wall switch and on the unit in sufficient time to allow the machine to fill and heat up. Instructions for use of the dishwasher are in a booklet in the kitchen. If the dishwasher is used it must be drained and the filters cleaned, as per instructions in handbook, at the end of the hire session.

The water heater should be switched on at the wall switch above the heater **and** on the heater itself

in sufficient time to allow the water to heat up. The water heater should not be used for less than 20 persons.

The Cooker/Range is only available by special arrangement. The Village Hall does not provide cooking utensils. Any equipment used in the kitchen must be thoroughly cleaned and dried and put away in its correct location. Bleach, or any substance containing bleach, MUST NOT be used to clean any surfaces in the kitchen.

### **Car Parking**

The village hall car parks will accommodate 30-40 cars on the block paved car park and the grass car parking area immediately in front of the Village Hall which has a special plastic mesh surface and can be used as an overflow car park, weather permitting. There is one designated disabled parking space. Please do not damage the shrubs.

**Under no circumstances should users of the Village Hall park on the tarmac car park reserved for Barrington Mews. Access to the car parks from the public road must not be blocked and the tarmac access road to the adjacent houses and their car park must be kept clear at all times. Would you please ensure that all your guests are aware of these restrictions.**

### **Consideration for Others**

Please note that Hirers may only access those parts of the Village Hall specified in the Hire Agreement.

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.

Nothing is to be fixed to any walls, ceiling or fittings, this includes (but is not limited to) sellotape, pins, screws, blu-tack, glue. Any display material must be on free standing equipment supplied by the hirer.

Please leave the village hall clean and tidy and all rubbish must be removed from the premises. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboards.

### **Faults! Damage! Comments**

Please report any faults or damage to the Hall Secretary as soon as possible so that they can be rectified quickly, alternatively please report them in the Building Defects register and Cleaning Comments book which are kept in the Committee Room. The Management Committee welcome comments or observations that you may have about your hire of the village hall.

### **Location of Fire Exits and assembly point**

In the event of the fire alarm sounding the hall must be evacuated. The emergency assembly point is on the tarmac car park adjacent to the Barrington Mews.

Map to be inserted here