

Barrington Village Hall

Information Sheet for all hirers

Thank you very much for your enquiry to hire Barrington Village Hall. We look forward to welcoming you.

Please make sure you read, sign and return our Standard Conditions of Hire. A Trustee will show you round the hall and give you more detailed information as required. If you have any further questions please contact the Bookings Secretary.

Contact on the day of hire

A Trustee will let you in at the beginning of your hire and meet you at the end to close up and set the alarm. The Bookings Secretary will give you the contact numbers for the Trustee/s in advance.

Car parking & outside

The Village Hall has 14 parking spaces plus a disabled parking space. Also there are about 14 spaces available on the grassed area in front of the hall if the chain is down. NO parking is permitted in front of the village hall doors, this is a designated space for emergency vehicles only, and under no circumstances should users park on the tarmac car park reserved for Barrington Mews residents.

You have access and use of the playground area as well as the community field at the rear of the hall.

There is a defibrillator on the outside wall to the left of the entrance (code available on request).

Entrance & Exit

The access code to the hall on the left-hand keypad is 8888, which will release the door bolt.

There is a disabled lift to the first floor, which is permanently left on – instructions will be delivered when using the lift.

Please familiarise yourself with the noticeboard and signs.

For your own safety please ensure you turn on the external lighting during hours of darkness.

The Committee Room

This is to the left of the entrance foyer and has 2 further doors to the kitchen and main hall. There is a coin meter in the committee room, which will need £1 coins to operate all electrical appliances and power points in the kitchen. There is an Accident Report Book in a perspex holder above the coin meter into which you should report any incidents.

The Main Hall

You can open ground floor windows and doors but please make sure they are all closed and locked before leaving the building. The patio doors can be a bit tricky so please ensure they are clicked shut.

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

Power Circuits & Heating

The 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 hall to be particularly warm or cold.

Lighting

The lights in the main hall are on a dimmer switch on the wall as you enter the room.

Lights in the kitchen and toilets are controlled by sensors and switch on and off automatically.

The rotary switch by the front door operates the external entrance lights. This must be switched off when you leave the premises. **If necessary carry a torch so you are able to exit safely.**

Sound, Lighting & Stage

The main hall has lighting bars that can be fitted with a variety of lighting cans. We also have a 19-channel sound and lighting desk, which can be hired but requires a qualified sound and lighting engineer.

There is a hearing loop that is left on permanently. Hearing devices need to be turned to the letter 'T', if fitted. The switch for the hearing loop is in a control box in the chair store.

There is a jack point to the left-hand side of the stage, which can be used for an MP3 player.

We have demountable blocks, which extend the stage a further 2 meters into the hall.

We have a music license up to midnight after which the playing of live music is not permitted.

The double doors exit (stage right) can be used to unload equipment etc.

The Kitchen

The kitchen has tea making facilities, kettles, a hot water boiler, dishwasher, refrigerator and microwave included in the standard hire rate. The cooker is available at an additional charge and by arrangement.

Any crockery, glasses and cutlery you see in the kitchen are available for use.

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 you plan to use the dishwasher please switch it on at both the wall switch and on the unit allowing sufficient time for the machine to fill and heat up (see instructions to use).

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.

Please switch off all appliances on leaving.

If you are preparing and serving anything more than a cup of tea and biscuits please read and sign the form [Additional information for hirers using kitchen for preparing and serving food](#).

The Bar Room

This is next to the kitchen and may be booked at an additional cost. It has a bar hatch into the main hall. There is a fridge freezer but please DO NOT switch this off. All the glasses in the bar are available for use, please clean and return them to the shelves.

If you intend to sell alcohol on the premises you will need a TENS Licence (Temporary Events Notice) from SSDC at a cost of £21. If granted you need to place a copy of the TEN on the wall and provide a copy to the booking secretary before the day of hire.

The emergency access door in the bar can also be used for unloading.

Hirers including children under 18

Please read, understand and complete the form [Additional information for hirers including children under 18](#).

Additional for Hire (see price list)

15 round tables (10 which seat 8 and 5 which seat 10) and white circular tablecloths for these tables.
50 red and gold chairs.

100 cream linen chair back covers.

19 blue tablecloths to go with the long oblong tables

100 place settings of good quality crockery and cutlery (in the bar cupboard).

Committee room

Bar

Large white marquee / party tent

Use of the cooker

Audio system (fitted speakers & 2 mikes)

Cleaning

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 cupboard.

Basic materials are available for you to use in the kitchen : jiffy cloths, washing up liquid and disinfectant spray. **Please bring your own bin bags and tea towels**. Through the double doors to the left-hand side of the stage there is a selection of floor brushes and a vacuum cleaner.

Any equipment used in the kitchen must be thoroughly cleaned, 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.

You are responsible for cleaning and returning anything you have used to the correct place.

Consideration for Others

Rama Life occupies the first floor Monday to Friday during term time. Hirers need to respect their security. 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.

Faults, Damage & Comments

Please report any faults or damage to the Booking Secretary as soon as possible and note them in the Building Defects Register and Cleaning Comments book which are kept in the Committee Room.

Wifi Information

Wifi code - BT Network BT - X6AS9C
wireless password - 9MRhTHckcE69pg

Fire Safety & Emergency Evacuation

No smoking is allowed in the Village Hall by law. The Village Hall has smoke detectors located throughout the building. 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 in the Barrington Mews tarmac car park in front of the main hall entrance. All the patio doors in the main hall are classed as fire exits.

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 dialling 999. Note there is no telephone in the village hall and the nearest public telephone is located approx. 400 metres 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 phone for use in case of emergency (note some mobile networks may have poor reception).

Fire exits and fire extinguishers are clearly marked and must be noted before the village hall is occupied and 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 is at waist height to the right of the patio door furthest from the stage. Please switch off when leaving the hall.

No naked flames are allowed in the hall – the only candles that can be used are LEDs.

Health & Safety

Please use the trolleys provided for moving chairs in order to avoid injury. Please stack chairs and tables in the storerooms in the manner shown on the notices in the storerooms. The Village Hall's Health & Safety file is locked in a 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 24 hour CCTV system to monitor the external perimeter and the main hall.

Coronavirus (COVID-19). Hirers book the hall at their own risk and should follow Government and Local Authority Guidance.

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