**Information sheet for Hirers**

**Opening and closing the Village Hall**

* The village hall keys will be available from the Village Shop located adjacent to the village hall or from the Booking Secretary with prior notice.
* Keys being collected from the shop must be collected before 12:30 pm on a Saturday, before 12:00 on a Sunday or 5.30pm on a weekday
* 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.
* All doors must be checked to ensure they are secure, if the main front doors are fully opened then they must be bolted top and bottom on closure.
* After locking up, the keys must be returned to the shop or outside shop opening hours put in the shop post box.

Please telephone **01494 786939** in case of difficulty.

Guests are expected to vacate the premises within the hire 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 could result in forfeiture of your deposit.

**Safety**

* Smoking is strictly prohibited in any part of the hall.
* In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

***To direct the emergency services, the hall's postcode is HP6 5SN***

* There are no public telephones within the Village and a telephone is not available within the Hall. Hirers are recommended to have a mobile telephone available in case of an emergency
* The exact location of 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 first aid box is located in the kitchen.

**Location and use of fire equipment**

* Fire extinguishers are provided in the entrance (water and CO2), the main hall (water beside both emergency escape doors at each side of the stage in the main hall) and kitchen (CO2 by stage door). The fire extinguishers must not be used as door stops.
* Two fire blankets are also provided in the kitchen.

**Fire Exits**

The hall is covered by a fire alarm system, if this sounds, evacuate the hall to the common by the flag pole using the fire exits:

* The main entrance doors at the front of the Hall.
* Fire escape doors are located either side of the stage and the exit route via these doors is towards the back of the hall and towards the Plough.
* There is a further exit via the kitchen at the back of the Hall.

**Power circuits/heating/hot water**

* The main heaters are controlled on a set time system, if they are not on, the heating control is located on the wall by the main entrance. These are on a timer lasting approximately 1 hour.
* Additional Heating: The heating control for the overhead heaters is located on the wall by the main entrance doors inside the main hall. This is on a timer lasting approximately 30 minutes.
* The hot water in the kitchen is controlled by two switches to the left of the sinks, the left switch heats water for the left sink and hand washing facility, the right switch provides hot water for the right sink.

**Please ensure that the water heaters are switched off in the kitchen as well as all lights in and outside the hall before you leave. All electrical sockets must also be turned off.**

**Car parking**

The village hall does not have a car park and cars should be parked on Brays Lane.

**Consideration for others**

* Please note that the main entrance doors to the village hall must be kept closed at all times in order to be in compliance with the conditions of our premises licence.
* Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the entrance area cause disturbance to local residents.
* Ensure music is not played at levels that will cause nuisance to the halls neighbours.

**General**

* Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings, on or above heaters.
* Please leave the village hall clean and tidy, brooms and dust pan and brush are available in the kitchen.
* Leave waste in the large bin outside the kitchen at the back of the hall or take it home.
* In particular we ask you to ensure table tops are wiped clean before being stacked in the storeroom.

Failure to comply with these conditions could result in forfeiture of part or all of your deposit your deposit.

**Alcohol**

* The Hall is not licensed for the sale of alcohol.
* Hirers are responsible for obtaining the appropriate Temporary Events Notice from Chiltern District Council.
* No alcohol is to be consumed outside of the Hall building – e.g. the forecourt, fire exit routes and rear access areas.

**Faults/ damage/ comments**

* Please report any faults or damage to the booking secretary 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.

**Security**

* All doors and windows should be properly closed before leaving the hall.
* The front door must be locked using both locks.
* If the Second front door is unbolted it must be re-bolted and the secured using the bolts top and bottom of the door.

**Activity**

* The use of the hall must comply with our terms and conditions