

Spencers Wood Village Hall Information sheet to be given to all hirers

Opening and closing the village hall

The village hall keys will be available from Dawn Walker, Booking Secretary. After locking up, please return to the Booking Secretary,

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 0118 9883811 in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensee 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.

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, and the Fire Brigade called by dialing 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 care when moving chairs and tables in order to avoid injury. Please stack chairs and tables on the stage as in the manner they were found.

The village hall's health and safety file is kept on the notice board.

A first aid box is located in the kitchen.

Power circuits/heating

The heating controls are not adjustable. Please let the booking secretary know if you need the Village Hall to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the village hall being too cold or hot for subsequent users.

Hall telephone

The village hall has no telephone and the nearest one is located at the Farriers Public House, so you are advised to bring a fully charge mobile telephone for use in case of emergency.

Car parking

The lane leading to the village hall is a public road and this must not be obstructed. The village hall car park will accommodate 15 cars if they are parked sensibly. Cars are not allowed on the grassed area.

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 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 or heaters.

Please leave the village hall clean and tidy and leave waste in the bins outside or take home. In particular we ask you to ensure table tops are wiped clean before being put away.

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 observation that you may have about your hire of the village hall.