



SHEERING VILLAGE HALL INFORMATION FOR HIRERS



Information Sheet to be given to all hirers

Opening and closing the village hall

The village hall keys will be available from Alan Salsbury and after locking up, must be returned there immediately.

The village hall will be opened for your hiring by Alan Salsbury and will be closed for you at the time 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 07969855316 in case of difficulty.

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

Please note the requirement for a TEN licence if selling alcohol or playing amplified music past 11pm. Apply to EFDC.

Safety

The village hall has a No Smoking Policy.

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

The village hall's health and safety file is kept in the kitchen

A first aid box is located in the kitchen

Power circuits/heating

The heating controls are located in the Small Hall. 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. Please warn your guests, band or disco of this.

Hall telephone

The village hall has no telephone so you are advised to bring a fully charged 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 a good number of cars if they are parked sensibly.

Any overflow may park in the road outside. Cars are not allowed on the grassed area / playing field.

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, sellotape or blu-tack on the walls or other surfaces if you need to put up notices or decorations. Ask the management committee. Do not fix decorations near light fittings or heaters.

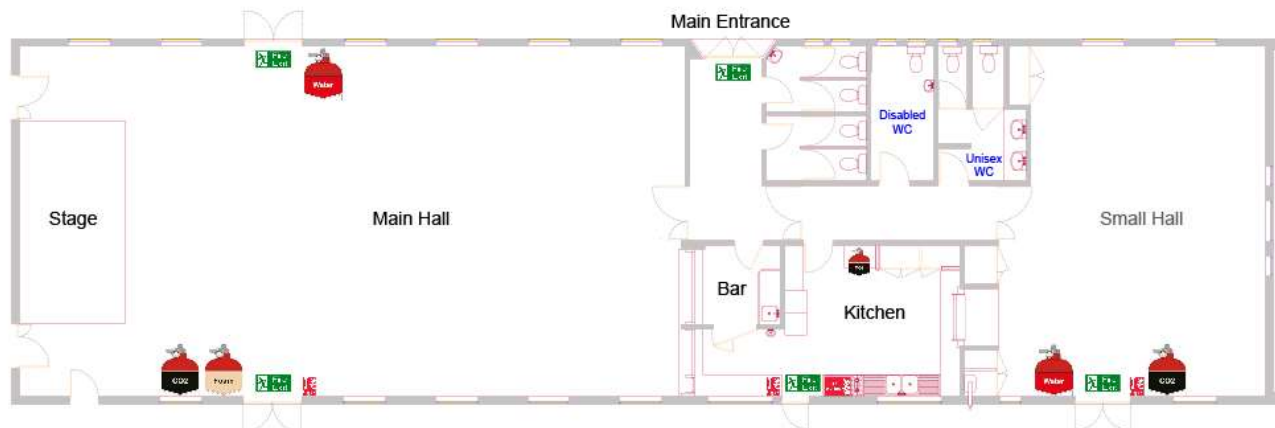
Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked in the store room.

Faults/damage/comments

Please report any faults or damage to the Parish Clerk – email clerk@sheeringparishcouncil.gov.uk as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the village hall.

Location and use of fire equipment for hirers:

Large and Small Halls: Plan showing fire exits, extinguishers and fire horn locations





Fire action

If you discover a fire

-  **Raise the alarm**
-  **Call the Fire Brigade by dialling 999**
-  **Leave the building by the nearest exit**
-  **Report to assembly point at Sheering Village Hall Car Park**
-  **Do not stop to collect personal belongings**
-  **Do not return to the building until authorised to do so**

- ***The fire horns are located by the fire escape doors in the halls and kitchen shown on the diagram above.***
- ***Sound the alarm.***
- ***Call 999***
- ***Leave the building***
- ***The Fire assembly point is in the Village Hall carpark.***
- ***The responsible person is Alan Salsbury***
- ***The fire log and Fire Risk Assessments are located in the kitchen. You are responsible for carrying out your own fire risk assessment***