

## **Scholes Village Hall CIO information sheet to be given to all Hirers**

*Please note failure to comply with any of below will result in the loss of your Bond.*

### **AFTER PAYING YOUR FULL BALANCE - Opening and closing the village hall**

Our Caretaker, Scott, telephone 07946 818812 will contact you 2 days before your event to make arrangements for opening up. The village hall keys must be returned to them as agreed. **Don't forget to bring Bin Bags and Tea Towels.**

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.

Guests are expected to vacate the premises within fifteen minutes of the end of a hire period and all music turned off. After 11 pm (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 bond.**

### **Consideration for others and local residents**

**Please keep all Music and PA systems at a level which can only be heard within the Hall premises.**

Please ask your guests to leave quietly at the close of your event to ensure no disturbance to residents.

**Please do not use drawing pins, sellotape or blu-tack on the internal walls.** Do not fix decorations near light fittings or heaters.

**Please leave the village hall clean and tidy and take all your rubbish, bottles and waste home with you.** In particular we ask you to ensure table tops are wiped clean before being stored in the cupboard.

### **Car parking**

The lane leading to and the space directly outside the village hall is a private road. Please do not park in the alley way at the side of the hall or the yellow hatched area. We have an informal agreement for you to use the Church car park on the opposite side of the road, but all cars are parked at their own risk.

**Safety.** The village hall has a No Smoking Policy including E-cigarettes. No detergents or powders are to be used on the main hall floor. All spillages must be cleaned up immediately and the 'wet floor' sign in the storeroom must be displayed. **On dark nights the light switch in the bar area marked 'outside light' must be switched on during your event and then turned off when you leave.**

At the start of your event you must nominate a suitable person to evacuate the building in an emergency. 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 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.

Please use the trolleys provided when moving chairs and tables in order to avoid injury and any damage to the floor. **Please stack chairs no more than 6 high and leave them near the entrance to the Bar Area. Return the long tables to the storeroom in the manner shown on the storeroom notice board. The smaller folding tables to the back room next to the kitchen.**

The village hall's accident book is kept in kitchen cupboard above the cooker hob. A first aid box is located in the kitchen and bar area. In an emergency the Gas/Electric boxes are shown on the plan in the entrance.

**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.

**Lights/heating** Please only use the lights you require and turn them off in any rooms you are not using. The heating thermostat control is located on the main hall wall. Please let the Booking Secretary/Caretaker know if you need the village hall to be particularly warm or cold. Do not adjust individual radiators as this will result in the village hall being too cold or hot for subsequent users

### **Faults/damage/comments**

Please report any faults or damage to the Caretaker 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.

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