

## **INFORMATION SHEET FOR ALL HIRERS – Hall postcode is: TQ7 2LG**

### **General**

Please ensure that any outside caterers, contractors or staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

The hirer must obtain permission from the CCA before selling or consuming any alcoholic refreshment.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Years Eve) only those helping to clear up the village hall should be on the premises.

The Association reserves the right to refuse any application for the hire of the hall or to refuse admission to any individual. The Association also reserves the right for any member of the Association to be present at any function for which the hall is hired.

### **Safety**

The village hall has a No Smoking Policy. If users need to smoke please ensure that this is done outside and that all butts are properly extinguished and disposed of correctly.

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. The assembly point is located in the car park.

Please note that we do not have a telephone in the hall therefore please ensure that you have a fully charged mobile phone available in case of an emergency. The nearest public telephone is located on the main road toward Kingsbridge on the right hand side by the stream and the property called "The Ridge". It is an old style red phone box.

The exact location of fire exits and fire extinguishers should be noted before the hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is on the notice board by the meter cupboard).

Please make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.

Do not work on steps, ladders or at height until they are properly secured and another person is present.

Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

Do not leave portable electrical or gas appliances operating while unattended.

Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.

Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.

Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and please do not allow running.

Please wear suitable protective clothing when handling cleaning or other toxic materials.

Report any evidence of damage or faults to equipment or the building facilities to Greg Chambers and record in the faults/damage book located on the worktop under the notice board.

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors- mop spills immediately.
- creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- use adequate lighting to avoid tripping in poorly lit areas
- risk to individuals while in sole occupancy of the building
- risk involved in handling kitchen equipment e.g. cooker, water heater and knives
- creating toppling hazards by piling equipment e.g. in store cupboards.

All tables should be moved and assembled by 2 people and care should be taken in assembling and dis-assembling them to avoid injury.

Please ensure that all equipment if used from the storeroom is returned and that the store room is left tidy and equipment has been stored in a safe manner.

The village hall health and safety file is kept in the top drawer at the car park end of the hall. A first aid box is located in the tall (meter) cupboard at the car park end of the hall and there is also one in the kitchen by the serving hatch to the verandah. Details of injuries and first aid box equipment used should be recorded in the report book located next to the first aid box in the tall cupboard at the car park end of the hall and all accidents should be reported either Greg Chambers.

### **Heating**

The thermostat is located in the corridor by the kitchen if you have adjusted the temperature during your hire please ensure it is returned to 15°C at the end of your hire. There are instructions beside the thermostat. Do not adjust individual heaters as this will result in the hall being too cold or hot for subsequent users.

The meter box to provide electricity/gas is located in the tall cupboard at the car park end of the hall and takes £1 coins. We ask that you leave the meter reading the same when you leave as to when you arrived.

### **Use of Kitchen equipment and appliances**

Hire of the hall includes use of the cutlery and crockery. Please ensure kitchen equipment is thoroughly washed in hot soapy water or the dishwasher and returned to its appropriate storage. Please refer to all the relevant instructions before using any of the electrical appliances. Instruction on use of the Microwave, cooker, and Dishwasher are kept in the drawer below the cooker. If you are not sure then please do not hesitate to contact us for more information and guidance.

**If you require the use of the dishwasher please note that it requires 45 minutes to warm up before use.**

If you use the fridge please empty and clean it after use. There is a thermometer in the fridge. It is your responsibility for ensuring that any food is stored at the correct temperature. If you use the water boiler please ensure that the cable does not dangle and that it is drained of all water after use. Please ensure that all appliances are cleaned and turned off after use. For Health and Safety reasons we do not provide knives or sharp utensils.

### **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. Please be aware that all cars are parked at the owners' risk.

Cars are not allowed on the grassed area or playing field. If access is required to load/unload equipment into the hall please contact Greg Chambers or Chris Hyson for access.

### **Playing Field**

Please note this is open to the public, it is a communal area and as such people use it all the time

and dogs are often present. Use of the play equipment is at your own risk. Please respect our new all and ensure that all footwear is clean on entry to the hall or remove footwear and leave on the veranda for health and hygiene reasons.

### **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 fix any items or decorations to the walls or other surfaces, near light fittings or heaters under any circumstances. There are permanent hooks in the wall for this purpose.

Please leave the village hall clean and tidy and take all rubbish home with you, including emptying the bins in both toilets, kitchen, main hall & please ensure the area outside of the hall is clear of all rubbish.

Cleaning products can be found in the box located in the storeroom. Please ensure this box is kept out of the reach of children and that all products are returned to the box after use. If products are running low please record in the faults/damage book. In particular we ask that you ensure tabletops are wiped clean before being stacked in the cupboard or storeroom.

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

Please report any faults or damage as soon as possible and/or record them in the faults/damage/comments book so that they can be rectified quickly. The CCA welcome's comments or observations that you may have about your hire of the village hall.

### **Location and use of fire equipment for hirers**

There are 2 fire extinguishers located by the hatch to the kitchen within the main hall:  
1 x Foam & 1 x CO2.

There are 2 fire extinguishers located by the door at the car park end of the hall:  
1x Foam & 1x CO2

There is a fire blanket in the Kitchen by the outside hatch.

Please only use the fire equipment if you are confident in using it and it is safe to do so.

Please ensure you are familiar with the fire evacuation policy and have familiarised yourself with our fire information found on the notice board at the car park end of the hall.