

# SANDHURST VILLAGE HALL - INFORMATION FOR HIRERS

## GENERAL INFORMATION

### 1 Hall facilities

- Ramped entrance for easy wheel chair access
- Toilet facilities with disabled access
- 3 large tables, 18 small tables, and 59 chairs (more available in hall shed)
- Cutlery and crockery for up to 75 settings
- Modern kitchen
- Separate bar area with wine and beer glasses

### 2 Car parking

- Available in the church car park opposite the hall
- There is one disabled parking space outside the hall by the roadside
- The concrete driveway to the front doors can be used for loading and unloading only. This is the main fire escape route and for safety reasons vehicles **must not** be parked there while the hall is in use.

### 3 End of hire

- Leave tea towels for washing by our cleaner
- Blue recycling bin for glass, paper and plastic and green bin for general waste located outside the back door are available for use. **NO FOOD WASTE TO BE PUT IN THESE BINS – PLEASE TAKE HOME FOR DISPOSAL.**
- Leave the hall in a clean and tidy condition
- Shut all windows but DO NOT lock them
- Turn the heating off (control panel by back door in kitchen)
- Turn the thermostat to 18C or under (control panel by gents toilets)
- Turn off the hot water (control panel by back door in kitchen)
- Drain all water from the wall mounted water boiler and switch it off
- Put all tables and chairs away
- Turn all lights off (remember to check the lights in the toilets)
- Remove all personal belongings and equipment
- Lock the external doors
- Please keep noise to minimum on arrival and departure, particularly late at night and early in the morning
- Return the keys to the key safe outside the hall or Booking Secretary.

### 4 Table tennis tables

The table tennis tables are not to be used during the hire unless permission has been granted by The Committee.

### 5 Fibre Broadband

All details for use of broadband are on the wall in the hall by the router

### 6 Heating and Hot water

The controller for the heating and hot water is in the kitchen, next to the external door. Please remember to turn them both off when you leave.

To **Turn ON** Press the 'Heating Advance' or 'Hot Water Advance' button, on the front of the controller. Each has an indicator light to show it is turned on.

To **Turn OFF** Press the 'Heating Advance' or 'Hot Water Advance' button as required. Ensure that both indicator lights are extinguished.

**Please do not press any buttons under the flap or adjust any other settings.**

**Temperature** The heating system is very efficient once it has warmed up. It will seldom be necessary to set the temperature higher than 20 degrees. Setting it higher will not cause the hall to warm up any quicker.

The room temperature thermostat is positioned beside the door to the gents toilets in the hall. The big numbers show the room temperature, the small numbers show the thermostat setting. If you need the temperature to be higher (or lower) then it may be adjusted using the buttons on the unit, but please return it to 18C or less when you leave.

**To conserve oil please do not turn the heating on more than one hour before your hire period starts - this is ample time for the hall to warm up.**

## LICENCES AND LIABILITIES

### 7 Sale of alcohol

Permission is required from the Licensee. Times of sale permitted by under Licence are Sunday 12:00-22:30 hours, other days 10:00-23:00 hours.

### 8 Regulated entertainment

The Premises Licence permits the performance of music (live and recorded), dance, plays and indoor sports between the hours of 09:00-00:00 hours.

### 9 Maximum capacity

The maximum capacity of 100 people permitted in the hall at any one time, including organiser/performers, must not be exceeded. However, if using tables, the recommended number for safe and comfortable seating is 75.

### 10 Fire escape routes

Ensure all fire escape exits are clear of obstruction at all times. These are the main external doors and the external door from the bar. Recommended empty space around fire door is 1m sq. No chairs or tables allowed on the concrete area outside these doors.

## HEALTH AND SAFETY

### 1 Fire instructions

The Hirer (or their Authorised Representative) must

- Familiarise themselves with all emergency exit routes
- Ensure all fire exits and routes to them are kept clear and unobstructed at all times
- Ensure guests are aware of where the fire exits are before the event starts

### IN THE EVENT OF FIRE

**DO NOT** attempt to use the fire extinguishers

If you discover a fire:

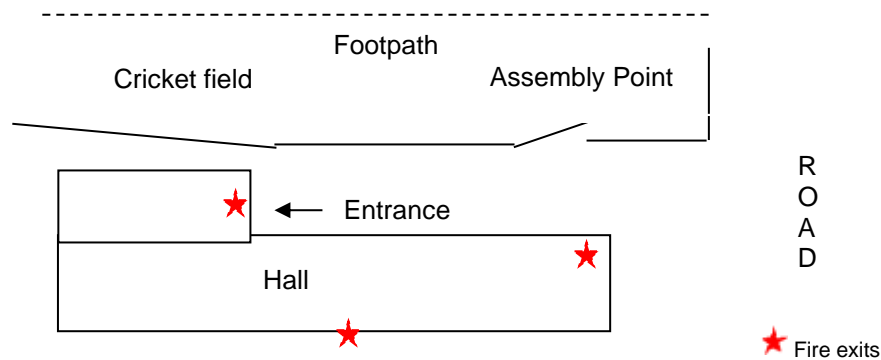
- Shout fire
- Activate one of the breakglass points
- Evacuate the building and assemble everyone on the cricket field

If you hear a shout of fire or the fire alarm:

- Leave the building by the nearest fire exit
- Assemble on the cricket field, leave the entrance ramp and road clear

If you are The Hirer:

- Ensure all rooms in the hall are unoccupied
- Dial 999 from one of the neighbouring houses. (The mobile signal in, and around, the hall is poor.)
- Contact the Booking Secretary to advise them of the situation.
- 



### 2 Electrical appliances

Any electrical appliances bought into the hall can only be used during the period of hire if they have been formally Portable Appliance Tested (PAT).

### 3 First Aid boxes

Basic First Aid boxes are located in the bar and kitchen. If you have a First Aid incident and/or use anything from box, please log details in the First Aid book situated on the Sandhurst Village Hall notice board in the hall and report the incident to a committee member as soon as possible.

### 4 Food hygiene

There is no refrigerator on the premises for use by hirers and there is no provision for the disposal of food waste. The Hirer is responsible for ensuring all food waste is removed from the premises at the end of the period of hire.

### 5 Emergency Telephone

Not available

### 6 Available information on the premises

- List of committee members and contact details – in hall & external notice board
- Fire Risk Register – on SVH committee notice board
- Premises Licence - on SVH committee notice board
- Insurance Cover details – on SVH committee notice board
- First Aid Incident book – on SVH committee notice board
- Fire Instructions – by every fire point ('Break the Glass')
- Address of hall for 999 call – in lobby

### COMMITTEE CONTACT DETAILS

<b>Chairman</b>	Philippa Dancey	739031	chairman@sandhurstvillagehall.co.uk
<b>Treasurer</b>	Shan Powell	730630	treasurer@sandhurstvillagehall.co.uk
<b>Secretary</b>	Graeme Hunter	730086	secretary@sandhurstvillagehall.co.uk
<b>Bookings</b>	Teresa Lerry	731289	bookings@sandhurstvillagehall.co.uk

### Licensee and Premises Supervisor

Sarah Watson      731443      licensee@sandhurstvillagehall.co.uk