



# Ducklington & Hardwick Village Hall

Charity No. 266806

## Guidance Notes for Hirers

**NO SMOKING IS ALLOWED IN THE BUILDING**

### KEYS

Keys will be accessed via the Key Press. The code will be emailed to the hirer a few days before the booking date. The hall may not be used by the Hirer outside the agreed period of hire.

### ACCIDENTS AND EMERGENCIES

In the event of a fire, call 999 and ensure all persons have been evacuated from the hall. The assembly point is the Village Green (by the War Memorial).

In the event of an accident, apply first aid, or in the case of a serious accident call 999. Accidents and Fires must be reported immediately to the Bookings Clerk 07913 686616.

Any breakages or damage to the hall must also be reported.

### PARKING

Although there is limited parking on the south side of the green, users are encouraged to use the Village Car Park on the Aston Road. Clear and free access must be maintained to properties adjacent to the Hall at all times. There is a single loading bay outside the main door on the south side of the Hall.

### ON ENTERING THE HALL ...

- Please check that it is in a suitable condition for hire. In the event of you not being satisfied with the condition of the hall you must immediately contact the Bookings Clerk 07913 686616
- Familiarise yourself with the FIRE EXITS, Fire Extinguishers, and the Fire Notice
- There is a Fire Blanket and First Aid Box in the kitchen.
- Fire exits must be kept clear both inside and outside the hall and for this reason disco equipment should be placed at the cupboards end of the hall and not the Fire Exit end
- Tables and chairs are stored in the cupboard in the main hall. Chairs are stored on trolleys for easy access. The trolleys are heavy, so should only be moved by at least two people.

### ON LEAVING THE HALL ...

- Please make sure the hall, kitchen and toilets have been properly cleaned
- All rubbish is placed in plastic sacks in the outside bin or taken away if the bin is full
- Chairs should be loaded on the trolleys and folding tables should be returned to the cupboard
- Check that all lights are turned off - make a special check of the toilets
- Check that all taps are turned off
- Check that the cooker and dishwasher is off (but the fridge should be left on)
- Check all windows are closed
- Check all internal fire doors are closed
- Lock all outside doors
- Check the thermostat in the hall is at 11
- Remove all personal belongings.



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## HIRER'S RESPONSIBILITIES

During the hire period the Hirer is responsible for:

- Ensuring that FIRE EXITS are kept clear both inside and outside the hall
- The safety of users, and the evacuation of the building in the event of a fire or other emergency
- The care of contents and fabric of the building
- Ensuring there is no smoking – this includes smoke machines
- The conduct of all persons using the Hall during the period of Hire both inside and outside the hall. Since the hall is very close to two neighbouring houses, the Hirer must ensure that noise levels do not cause nuisance
- Making sure that Blu-Tack (or similar) and Sellotape are not used on the walls
- The condition of the hall at the end of the hire period: cleaning materials are in the cupboard under the sink in the kitchen: users will need to provide their own tea-towels and black bin bags.

No fireworks, fountains or sparklers are allowed, but birthday cake candles are permitted; the hirer must ensure that when candles are lit the cake is not situated beneath a smoke detector, and that candles are properly extinguished before disposal.

## LOST PROPERTY

The Committee accepts no responsibility for lost property.