

## Information sheet for all hirers

### Opening and closing the Village Hall

The Village Hall keys and a laminated copy of Conditions of Hire will be available from Mrs G Miles, primary keyholder, and after locking up must be returned to her.

Please ensure that any outside caterers, contractors and the 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 15 minutes of the end of the license period. Only those helping to clear up the Village Hall should be on the premises.

### Safety

The Village Hall has a no smoking policy. By law it is not permitted to smoke inside the building. There is a cigarette bin opposite the main door.

There are no public phones in the vicinity. A functioning mobile phone should be carried by the responsible person during the hire period.

Fire exits and fire extinguishers must be noted before the Village Hall is occupied and the position and manner of opening fire doors should be made known to your guests. (A sketch plan showing these is shown on a following page).

An accident book is located in the kitchen.

A first aid box is located in the main hall (See sketch).

### Heating/Power circuits

The heating controls are located in the main hall. Please consult the adjacent notice and when finished with the heating, please make sure the thermostat is returned to a setting of 18° and confirm the booster timer is set off.

The switches for the water heaters are located in the entrance hall.

### Car parking

The lane leading to the Village Hall is a public road and 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 at the car park by the War Memorial, 200m north of the Village Hall. Please be considerate of the Disabled Parking bays available.

### Consideration for others

Although the Village Hall is situated between the two villages of Horsington and South Cheriton, please ask your guests to leave quietly at the close of your event. Please do not use drawing pins or Sellotape on the walls or other surfaces; please use blu-tack if you put up notices or decorations. Do not fix decorations near light fittings or heaters. Please leave the Village Hall clean and tidy and please take your waste away with you. For recycling items there are bins in the entrance hall. Please stack chairs (no more than 10 in a stack) and tables in the store room. In particular we ask you to ensure tabletops are wiped clean before being stacked in the storeroom.

### Faults/damage/comments

Please report any faults or damage to the primary keyholder or booking officer, Ms E Gordon, as soon as possible so that the faults/damage can be rectified quickly. The management committee would welcome comments or observations that you may have about your hire of the Village Hall.

**The Village Hall management committee points out that on signing the hiring agreement the hirers enter into a contract that could be used in evidence should legal action become necessary.**