

# **Orleton Village Hall**

## **Facilities, Equipment and Technical Data**

January 2024

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## 1. Access

- Initial access is via the door to the small hall on the left of the Kitchen, using a key collected from the Key Holder as per the invoice and Conditions of Hire. The Main Hall doors are unbolted from the inside.
- Please do not access through the Kitchen.
- Access to the storerooms is via a chrome key provided.

## 2. Lighting

- Lighting in the lobby and in the corridors is manual.
- Lighting in main toilets is motion sensitive, but the lighting in the toilet for those with a disability is manual.
- Lighting in both halls is controlled by switches adjacent to the entrance doors.
- External lighting is motion sensitive, but a push button delay switch is provided at the small hall door exit.

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### 3. Heating

- Heating in the halls and toilets is provided by wall mounted radiators and is thermostatically controlled. **The thermostats are sealed and must not be adjusted.** Heating can be boosted by using the wall mounted booster buttons. In cold weather it would be acceptable for the hirer to operate the booster 30 minutes prior to the commencement of the booking.
- If the hall is too warm the radiators may be controlled by adjusting the numbered valves. **These must be returned to maximum setting on the conclusion of the booking and no other valves must be tampered with.**
- Heating in the kitchen is provided by radiant heaters. **These must be turned off when the kitchen is no longer in use.**

### 3. Ventilation

- **Windows and fire doors are not to be opened**
- If the large hall requires ventilation this may be done using the ventilation control found in the store in the small hall. This has a range of settings to control airflow into the large hall. **This must be turned off at the conclusion of the booking.**
- The kitchen has its own extraction system and the gas cooker will not operate unless this is in use. **Windows are not to be opened.**

### 5. Cleaning

- If the hall is found not to be in a clean condition on arrival this should be reported to the booking secretary immediately.
- The hirer is responsible for the cleaning of the building in readiness for the next user. Brooms, dustpans and brushes are to be found in both the storerooms. Mops for spillages may be found in the small hall storeroom. **If the hall is left in an unclean state this may lead to the forfeiture of the security deposit.**
- Tables should be wiped down before returning to storage. Floor should be swept and where appropriate mopped. The latter is especially important if a bar has been held in the small hall.
- Separate bins are provided in each hall for recyclable and non-recyclable waste. These should be emptied into the external bins in the car park at the conclusion of the event.

## 6. Music and noise

- The hall is licensed for the performance of copyright music.
- The Hall has a local authority licence for music and dancing.
- Doors and windows are to be kept closed to reduce noise nuisance but if these are opened or the volume is excessive, leading to complaints, the security deposit may be withheld.
- **Music must end by 1.00 am.**
- **Please ensure that those departing after a late booking do so with consideration for neighbours.**

## 7. Bar & Catering

- **It is a legal requirement to have the appropriate licence to sell alcohol.** The Hall does not have an alcohol licence. Hirers therefore need to apply for a temporary licence or arrange for a licence holder to run their bar. Licences can be obtained via: <http://www.herefordshire.gov.uk/business/trading/licences/asp22930.asp>
- Any bar must be in the small hall only as the floor is more easily cleaned. There is also a small sink for the washing of glasses, although the dish washer in the kitchen may also be used.
- **The bar must close at midnight.**
- Hirers may do their own catering or bring in an outside caterer. If the latter, then the hirer takes responsibility for the caterer meeting the requirements of the hire agreement with respect to cleaning up etc.
- Hirers are also responsible for their agents (caterers and bar providers) removing all their equipment within the period of hire. **Failure to do so will result in a loss of security deposit.**

## 8. On departure

- Ensure that chairs and cleaned tables are returned to store as specified.
- Ensure that floor surfaces are brushed clean and spillages mopped.
- Ensure that all crockery and cutlery is cleaned, dried and returned to storage.
- Bolt the main doors on the inside.
- Turn off lights in foyer, storerooms, corridors, halls and in disabled toilet.
- Turn off ventilation, if used.
- Turn off all lighting, heating and other electrical equipment in kitchen with the **exception of chiller cabinet and freezer.**
- Close the kitchen hatches.

- Empty all internal bins into appropriate wheelie bins in car park.
- Ensure that both kitchen door and the entrance to the small hall are locked, even if hiring only one hall.
- Return the keys as instructed.

## 9. Kitchen

- Orleton Village Hall has one of the best equipped village hall kitchens in the West Midlands.
- The exceptionally well-appointed kitchen has a six-burner gas cooker with large oven, a domestic style electric cooker, large chiller cabinet, freezer, hot cupboard, instant boiling water, microwave cooker and a dish washer. There are extensive stainless steel preparation surfaces.
- The serving hatches are electronically operated.
- There is also an extensive range of crockery and cutlery sufficient for 120 places. This is included in the hire of the hall. **Please note that tea towels and table linen are not provided.**
- **On the conclusion of a booking all electrical equipment in the kitchen must be turned off, with the exception of freezer and chiller cabinet.**

## 10. Large Hall Equipment

- The large hall has 116 padded chairs and 20 melamine faced tables. A trolley is provided to transport chairs to and from their location. **Stacks of chairs must not be dragged across the floor.**
- **Chairs are to be returned to the store in stacks eight chairs high.** Chairs stack more easily if their legs are aligned. Tables are to be returned to their wall-mounted slots.
- If additional chairs are taken from one hall to the other hall they must be returned to their original storeroom

## 11. Small Hall Equipment

- The small Hall has 32 chairs and 7 tables. Chairs must be returned to the left of the store in four stacks of eight chairs. Tables on the right. A trolley is provided to transport chairs to and from their location. **Stacks of chairs must not be dragged across the floor.**
- Children's chairs and tables are also found in the small hall storeroom.
- If additional chairs are taken from one hall to the other they must be returned to their original storeroom

## 12. Weddings

- The Hall has special white wedding crockery available at a small additional charge.
- The Hall also has white fabric chair covers available for hire.
- Hirers are reminded that wedding decorations may not be affixed to the walls.
- When booking an event, hirers are advised to consult their contractors on the time needed to demount the bar, remove catering equipment, etc and add this to the hire period.

## 13. Audio-visual equipment and Wi-fi

- The large hall has:
  - a large electronically controlled projection screen;
  - a ceiling mounted video-projector,
  - a sound system, including a top of the range twin mic radio mic system,
  - theatre lighting,all of which can be hired at a reasonable cost.
- Hirers wishing to hire this equipment will be provided with "*How to Operate the Village Hall Sound System*" and "*Village Hall Lighting Controls*."
- The small hall has a wall mounted projection screen which is free to use.
- The hall has free Wi-fi throughout, which can be used in conjunction with the audio-visual equipment or for facilitating card purchases at craft fairs and similar events. The Wi-fi code and password may be found on the noticeboard in the corridor between halls. Please see appendix B for conditions of use.

## 14. Electronic Piano

- The hall has a good quality electronic piano which can be made available for selected events.
- If you wish to make use of the Piano a written (or email) request should be submitted to the Booking Secretary in advance.
- All food and drink must be kept away from this instrument.

## 15 The Stage

- The main hall has a very large stage with proscenium arch and cable operated curtains.
- The stage has side entry from the corridor and rear entry from the small hall if used as a "Green Room".

- The stage has full theatre lighting and sound system (see section 13)
- Use of the stage, excluding the lighting and audiovisual equipment, is included free in all wedding and adult party bookings.
- The stage may not be used during children's event, except school productions.

## 16. Fire Safety

- The maximum hall capacity is 260 and must not be exceeded.
- Access to Fire doors must not impeded by chairs or tables or in any other way.
- In the event of fire:
  - The hirer must instruct all persons to leave by the nearest available safe exit, which may be a fire door to the designated assembly point.
  - Call 999 and ask for fire. The address of the hall is Millbrook Way, Orleton SY8 4HW. Ordnance Survey Ref SO 488 674. What three words: FEEL: CLOCK: UNFRAMED
  - If safe to do so, attempt to extinguish the fire with the fire appliances provided.
  - On the arrival of the fire brigade the hirer shall report to the Fire Officer that all persons are safe, or the last known whereabouts of anyone unaccounted for.
  - Ensure that once the hall has been evacuated, no one attempts to re-enter to collect personal possessions until the fire brigade declare it safe to do so.

## 17. The Legal Bits

- The hall has full public liability cover. However, the hirer is referred to the separate Health and Safety Statement and the full Heath and Safety Policy to be found in the file in the Kitchen.
- The hall is licensed for the performance of copyright music.
- The hall has a local authority licence for music and dancing.
- **The hall does not have a licence for the sale of alcohol and the hirer is required to arrange this if alcohol is to be sold.**
- There is substantial car parking, but this is at the owner's risk and the Village Hall Management Trustees take no responsibility for loss from or damage to vehicles or for injuries occurring in the car park, however caused.

## Small Hall

### Capacity

Theatre style	112
Cabaret/ dining	56
Chairs	32
Tables large	3
Tables small	4
Table low	1

## Main Hall Max Height 3.7m

### Capacity

Standing	260
Theatre	156
Cabaret/dining	130
Chairs	116
Tables large	20

### Electronics

Amplifier  
Radio microphone x 2  
Sound mixer  
Video projector  
Electric screen  
Lighting desk  
Digital piano

### Kitchen

Standard domestic four ring cooker with double oven  
Commercial six ring gas hob and ovens  
Dishwasher  
Freezer  
Chiller cabinet  
Hot Cupboard  
Microwave oven  
Crockery for 120  
Hot water boiler  
First Aid kit  
Substantial stainless steel preparation areas

## ORLETON VILLAGE HALL

### Wi-fi Services Terms and Conditions

Use of the Orleton Village Hall Wi-fi service signifies your agreement to the conditions listed below.

The Wi-fi service is made available to bona fide hirers and users of the Village Hall subject to the conditions listed.

When using the Wi-fi service hirers and users agree at all times to be bound by the following provisions:

(a) not to use the Wi-fi service for any of the following purposes:

- (i) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws
- (ii) transmitting material that encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice
- (iii) interfering with any other persons use or enjoyment of the Wi-fi service
- (iv) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner

(b) to keep any username, password, or any other information which forms part of the Wi-fi service security procedure confidential and not to disclose it to any third party.

### Termination of the Wi-fi Services

Orleton Village Hall Charity Trustees have the right to suspend or terminate the Wi-fi service immediately in the event that there is a breach of any of the provisions of these standard conditions including without limitation:

- (i) if hirers and/or users use any equipment which is defective or illegal
- (ii) if hirers and/or users cause any technical or other problems to our Wi-fi service
- (iii) if, in the opinion of the Charity Trustees, hirers and/or users are involved in fraudulent or unauthorised use of the Wi-fi service
- (iv) if hirers and/or users resell access to the Wi-fi service
- (v) if hirers and/or users use the Wi-fi service in contravention of the terms of these conditions

### Availability of Wi-fi Services

(a) Although the Village Hall aims to offer the best Wi-fi service possible, the Charity Trustees make no promise that the Wi-fi service will meet the Hirer's requirements. The Charity Trustees cannot guarantee that the Wi-fi services will be fault-free or accessible at all times.

(b) It is the responsibility of hirers and users to ensure that their Wi-fi enabled devices are compatible with the Village Hall Wi-fi service. The availability and performance of the Wi-fi service is subject to all memory, storage and any other limitations in hirers' and users' devices. The Village Hall Wi-fi service is only available to hirers' and users' devices when they are within the operating ranges of the large hall and small hall.

(c) Orleton Village Hall Charity Trustees are not responsible for data, messages, or pages that hirers and/or users may lose or that become misdirected because of interruptions or performance issues with the Wi-fi service or wireless communications networks generally. The Charity Trustees may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of the Wi-fi service. Network speed is no indication of the speed at which hirers and users Wi-fi enabled devices or our Wi-fi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

#### **Privacy and Data Protection**

(a) Orleton Village Hall Charity Trustees may collect and store personal data through hirers' and users' use of the Wi-fi service.

(b) Orleton Village Hall Charity Trustees shall process all information about hirers and users that is provided in relation to the Wi-fi service in accordance with hirers' and users' legal rights under the Data Protection Act 2018 and solely for the purposes of offering the Wi-fi service. If hirers and users require more information or object to anything in these conditions, they should contact the Village Hall Secretary.

Appendix C

