

## **Milburn Village Hall**

### **Information for Users**

If you have any queries, please contact the Bookings Secretary Debbie Payton on 07811 580922.

#### **Opening the hall**

If required, arrangements will be made for you to access the hall before your event. There may have been a preceding event so please ensure that any outside caterers/contractors etc are aware of the start time of your booking. Early access to prepare the hall for your event may be agreed at the discretion of the Bookings Secretary.

#### **Before your event**

To help you manage your event safely, please study the plan of the hall on the back page showing the fire exits and fire extinguishers.

#### **After your event**

Guests are expected to vacate the premises within fifteen minutes of the end of a booked period. After midnight only those helping to clear up the hall should be on the premises. Failure to comply with this will result in forfeiture of any damages deposit.

If you have used kitchenware, crockery or cutlery please wash up and put away in cupboards.

Please leave the hall clean and tidy. We ask you to ensure tabletops are wiped clean before being stacked. Please return all tables and chairs to their storage position. Take all waste away with you, including empty bottles and cans. Black bags are available in the cupboard by the waste bin.

Please note that if additional cleaning is required after your event, this will be charged at an hourly rate.

All lights and kitchen water heaters must be turned off before leaving. Please turn the heating down or off (there is advice about heating on the notice board inside the hall). All internal doors must be closed and the fire shutter at the kitchen hatch must be closed. If you have used the shed, please lock it and hang up the key.

We advise you use the departure checklist at the exit door to make sure you have remembered everything. Please check that the exit door is locked.

### **Hall Telephone**

The village hall has no telephone. You are strongly advised to bring a fully charged mobile telephone for use in case of emergency.

### **Car Parking**

There is extremely limited space for cars outside the hall. The hirer must ensure that all vehicles are parked so as not to obstruct the road **or** disabled access to the hall.

## **Safety**

The hall's Public Entertainment Licence permits a maximum of 60 persons to use the hall when seated at tables and the hirer must ensure that this number is not exceeded. When the stage is in use, this number will be reduced. When users are not all seated at tables this number may be exceeded to a maximum of 80.

The hirer must ensure that fire exits are always kept clear. In accordance with legislation, it is illegal to smoke in the hall.

We do not permit the use of candles or smoke machines because of fire regulations. Fireworks and/or Chinese Lanterns may not be used outside because of the proximity of livestock. The hirer must be fully conversant with the position of fire exits, fire extinguishers, water stop tap and electrical switches. The following fire-procedure announcement must be made to attendees of the hirer's event. This should be delivered standing in the main hall immediately in front of the serving hatch, looking into the hall.

**“In the event of a fire leave the building through the double doors behind the curtains in the centre of the wall in front of me. Press against the metal bars in the centre of the doors and they will open outwards. There is a second fire exit in the corner diagonally to my right. Exit is also possible from the hallways through the doors behind me to both left and right.**

**After leaving the building assemble on the village green beside the bus shelter and await instructions before attempting to re-enter the building.”**

In the case 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 Fire Assembly Point is the village green beside the bus shelter. If your event includes vulnerable people, you should take exceptional care to ensure their safety in the event of fire.

The hire charge includes the cost of heating and electricity, and no other form of heating may be used without the written consent of the village hall committee.

A first aid box is located in the kitchen to the left side of the serving hatch.

### **Safe use of catering and other equipment and the tables and chairs.**

Please read the instructions for any item of equipment that you will be using and ensure that those who will be using the equipment have also read the instructions.

Instructions for the catering equipment are kept in the folder in the bottom drawer in kitchen, next to the sink.

Please use the trolleys provided for moving chairs and tables in order to avoid injury.

Please stack chairs and tables in the storeroom in the manner described below:

- Ensure the stack is no more than **6** chairs high.
- Ensure the trolley is pushed fully under the bottom chair in the stack.

- Grip the third chair in the stack with your arm **over** the top bar of the trolley.
- **With your foot on the back of the trolley**, lean the stack backwards until it balances on the wheels.
- While retaining your grip on the third chair, wheel the stack to the required position, then reverse the procedure above to lower the stack **gently** to the floor.

Damage caused by the incorrect use of equipment may be chargeable.

### **Consideration for Others**

When regulated entertainment is taking place, steps must be taken to assess and ensure that noise from the entertainment is not audible outside of the premises so as to cause a nuisance to any nearby residential property. Where such noise is audible immediate steps must be taken to render it inaudible.

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk outside the hall will disturb local residents.

### **Faults/Damage/Comments**

Please report any faults or damage to the Booking Secretary as soon as possible so that they can be rectified quickly.

The village hall committee welcome comments or observations that you may have about your use of the village hall.

## **Fire Safety Plan**