



GREAT BROMLEY VILLAGE HALL

USER'S GUIDE

USER'S GUIDE

WELCOME

Welcome to Great Bromley Village Hall, which has provided good quality community accommodation for residents of Great and Little Bromley and the surrounding area for over 90 years. Although it has been upgraded in recent years to provide improved facilities, the building retains its 1920s period charm and is a popular venue, boasting a fine wooden floor in the main hall and a fully equipped theatrical stage.

The village hall is run by volunteers as a charitable trust and the trustees rely on hirers to help them and the caretaker to keep it in a good, clean and tidy condition at all times.

This guide gives detailed information about all aspects of the hall which hirers should be aware of when planning and conducting their event and clearing up afterwards. It should be read in conjunction with the following documents, all of which can be found on the village hall website www.greatbromleyvillagehall.org.uk. They are available also in hard copy, on request:

- The Terms and Conditions of Hire
- The Hiring Agreement
- The Schedule of Charges
- The Village Hall policies on Health and Safety, Hygiene and Safeguarding
- The Village Hall Licensing Guide

HOW TO GET THERE

By Car: The village hall is located adjacent to the B1029 road running through Great Bromley. It has a large car park easily accessible from the road.

By Bus: The No 105 public bus service between Colchester and Walton will stop at the village hall on request. There are regular services on all days of the week.

By Taxi: There are numerous taxi companies in the Colchester/Manningtree/Clacton areas who make regular trips to the village hall.

**Great Bromley Village Hall
Parsons Hill
Great Bromley
Colchester
Essex
CO7 7JA**

OS Map Ref TM 086253

USEFUL CONTACTS

Should you experience a problem or have a query during a hiring please contact one of the following in the order shown:

Caretaker: Marion Britton 07979 521283

Bookings Manager: Mary Fawcett 07543 974751

Chairman/Secretary: Martin Frostick 01206 250263

Please note that there is no outgoing or incoming telephone service at the village hall although mobile telephone reception throughout the building is extremely good on the major networks.

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BOOKING THE VILLAGE HALL

Any member of the general public, club, society or any commercial organisation can apply to book accommodation in the village hall for an event. Priority is given to local residents and those bookings from organisations providing sport and other recreational activity which benefit the local population. There is a small reduction in hire charges for local residents and organisations. Bookings made by commercial organisations may be declined if the village hall is required by local residents on that date for the primary purposes laid down in the founding trust deed.

The Village Hall Bookings Manager is Mary Fawcett who can be contacted by email (bookings@greatbromleyvillagehall.org.uk), telephone (07543 974751) or by post - to the address on Page 2. All initial booking enquiries should be directed to the Bookings Manager who can provide help and assistance as and when required.

Details of the booking procedure may be found on the village hall website along with the Hire Agreement Proforma, the Terms and Conditions of Hire and the Schedule of Charges. The hire arrangement is based on a contract (Hire Agreement) being established between the village hall and the hirer. Refundable deposits are normally required for occasional bookings to cover possible damage and loss and these and the full hire fee are payable in advance. Late cancellation of an event can incur cancellation charges if the facilities requested cannot be rehired to another user. Booking information is available in hard copy on request and is displayed on the Hirer's notice board in the rear lobby of the village hall. Use of all facilities and equipment in the hall relevant to the room(s) hired is free, unless listed specifically in the Schedule of Charges.

LICENSING SUMMARY

The village hall has a premises licence from Tendring District Council. This allows most entertainment, sporting and recreational events to be held at the village hall between the hours of 12.00hrs and 00.00 hrs. It allows also the consumption of alcohol on the premises when this is provided free of charge at an event and allows raffle tickets to be sold at the event with the raffle being drawn at the event. The premises licence does not permit use of the village hall for some entertainment events outside these hours, for certain activities listed in the Licensing Guide (eg boxing/wrestling), for the sale of alcohol or the conduct of any gaming, betting or lotteries. Should any of these activities be undertaken at the event then it is the hirer's responsibility to obtain the appropriate additional licence(s) from Tendring District Council prior to the event.

The village hall holds a relevant licence from the Performing Right Society and also holds a Phonographic Performance Licence. These licenses are now known as TheMusicLicence and allow live and recorded music to be played at all non-commercial events at the hall, including fund raising events benefiting the village hall. If live or recorded music is to be played at a commercial event, then the hirer is responsible for obtaining the appropriate licence(s) for the event.

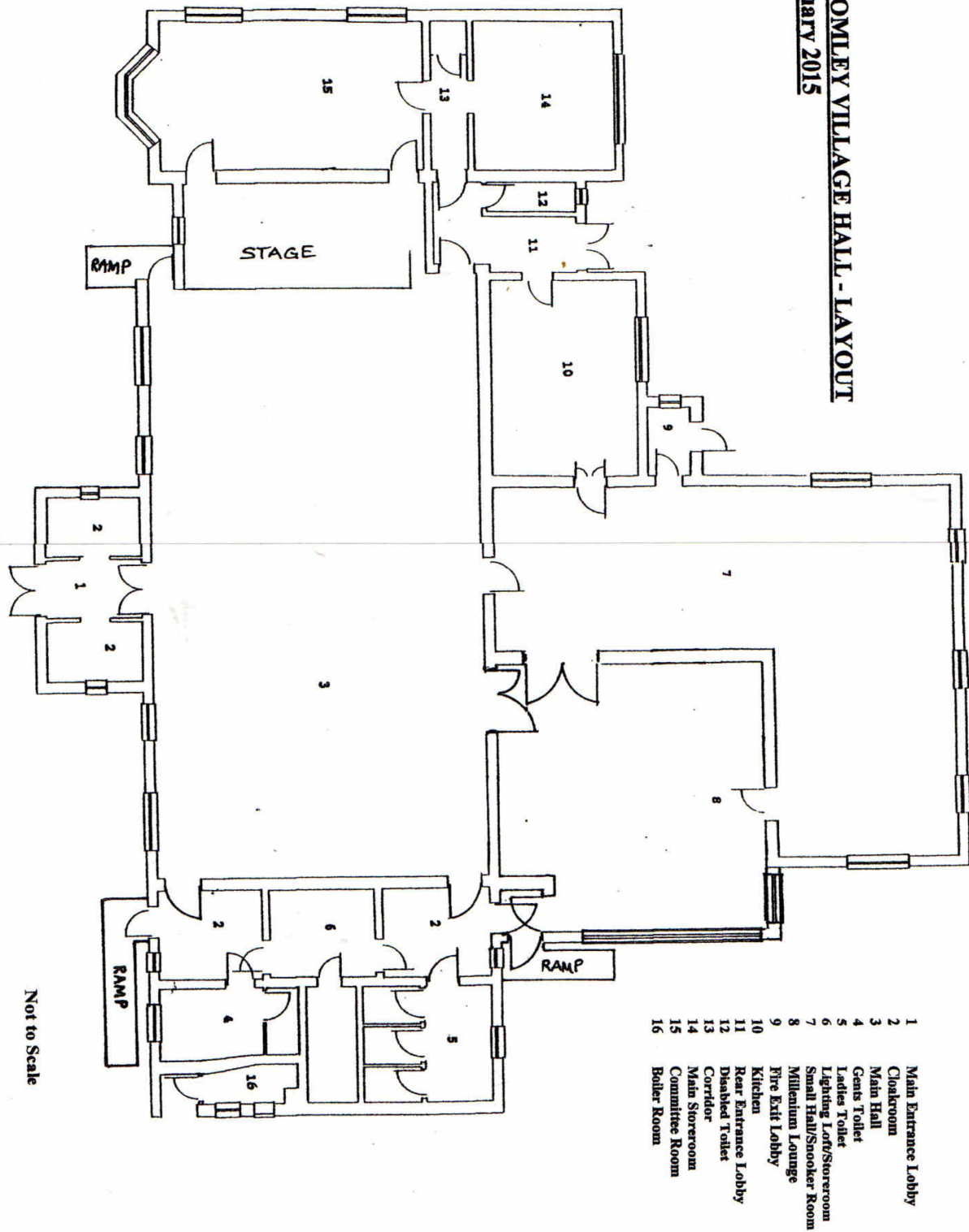
More information on licensing can be found in the Village Hall Licensing Guide available on the village hall website or in hard copy, on request. This includes a copy of the village hall premises licence and operating schedule and information on how to apply for a Temporary Events Notice (additional licence).

FACILITIES FOR THE DISABLED

The village hall has been modernised in recent years with the needs of the elderly and disabled in mind. All doors and emergency exits are suitable for wheelchairs (with the exception of the door leading from the small hall lobby to the South East car park) and ramps and railings are provided where required. Easy, level access is afforded to the main cloakrooms and toilets but there is also a purpose built disabled toilet in the rear lobby which meets all modern standards and is equipped with an assistance alarm. There is an all weather path around the hall suitable for wheelchairs.

MAP OF THE VILLAGE HALL

GREAT BROMLEY VILLAGE HALL - LAYOUT as at 1st January 2015



Not to Scale

CAR PARKING

There is car parking available for 50 cars in the South East car park (behind the village sign) and North West car park (alongside the cricket field). The South East car park has dedicated parking for hirers of the hall but the South West car park is shared with Great Bromley and District Cricket Club who have occasional home matches and other events during the summer months. In the drier months, up to 25 cars may be parked on the grass in front of the hall and on the wide roadside verge running from the village sign towards the entrance to Back Lane West. There is some additional parking for about 12 cars in the lay by at the entrance to Back Lane West, some 90 metres from the hall. Parking in the area is free and there are no restrictions on overnight parking for hirers who wish to return to collect their vehicles the day after an event. The outside of the village hall and the car parks are lit during the hours of darkness by a combination of light and motion sensor-operated floodlights. These give effective illumination around the hall and there is no manual override for them. **All vehicles parked at the village hall and in the vicinity are done so at the owner's risk. The village hall management committee cannot accept any liability for loss, damage or theft.**

ACCESS ARRANGEMENTS AND PREPARING FOR AN EVENT

Security System

Due to recent burglaries the village hall has been fitted with a security system. This wireless system is controlled remotely by the caretaker and nominated trustees and is activated during periods when the hall is not booked for use. It is deactivated for periods of authorised use. **It is therefore important that no persons whether they are users of the hall or trustees try to access the hall without authorisation. Setting off the alarm causes local nuisance and also makes additional work for village hall staff. Anyone wanting to access the hall outside of a booked period must clear access with the caretaker or bookings manager first so the alarm can be deactivated before they enter.**

Liaison with Caretaker.

Once a booking has been confirmed, the hirer should contact the caretaker (details on Page 1) to arrange access to the hall for the event and confirm any special requirements. Depending on the type and duration of an event, either the caretaker will unlock the hall for the hirer at an agreed time or will issue the hirer with an electronic key fob for use during the hiring. Normally at this time, if a pre-visit and briefing has not already been given, the caretaker will show the hirer around the hall and its facilities and brief them on security, fire safety, emergencies and any concurrent users of the building.

Door Access

Entrance to the village hall is gained by holding an electronic key fob to the detector unit (black box with 3 lights) located either by the main doors at the front of the building or by the back door in the South East car park. When the fob is presented, the detector unit will 'beep' and unlatch the door. If not opened within 7 seconds or so, the door will automatically relock. The fob should be kept with the hirer at all times such that he/she is never locked out of the building. Exit from the building is gained by pressing the exit button located inside these doors. Again, if not opened, the doors will relock after about 7 seconds. A charge of £20 will be made for a lost key fob, to cover replacement and system reprogramming costs. There are two door bells by the back door, which can be used by those wanting entrance to attract the attention of occupants of either the main hall or millennium lounge. Doors should be kept closed when not in use; this improves security and also minimises heat loss in the winter months. Note: All entrance doors have a bit of play in them as they are also pad bar- equipped emergency exits. Hirers should rattle them after closing them to ensure that in all cases the pad bar and latch are fully engaged and the door is secure.

Signing In and Out

The hirer or his/her representative must sign into the book provided inside the rear entrance giving the time of entrance. Likewise, the last person out from that event must sign out to confirm that all the mandatory checks have been undertaken. If there are concurrent events in the hall, then the last person leaving the building must sign out to confirm that all checks have been completed and the entire building is secure. Should problems be encountered when opening up the building/during an event/locking up after an event then the caretaker should be informed if immediate action is required and details noted in the Occurrences Book kept in the first aid cupboard in the kitchen.

Important Activities for the Hirer before an Event

Prior to an event the hirer should have made themselves familiar with the Terms and Condition of Hire and this User's Guide. Any queries should be raised prior to the event or, at the latest, with the caretaker during handover of the hall. The hirer should also have assessed the risks associated with activities at the event and planned how to reduce them to an acceptable level.

Activities on Arrival at the Hall

The hirer should ensure that the following activities have taken place on arrival at the hall and before detailed preparation for the event takes place:

- They are in possession of an electronic key fob or an entrance door has been unlocked for them.
- They have signed into the book in the rear entrance.
- They are in possession of a copy of the Village Hall User's Guide (kept in a folder on the hirer's notice board in the rear lobby).
- They have been briefed by the caretaker or another representative of the village hall (if required) on the layout of the hall, the rooms and facilities available, the layout of the fire equipment and emergency exits and what to do in an emergency. (All of this information is in the User's Guide).
- They have taken possession of the hot water flasks if these have been pre-booked and paid for.
- They have turned on the emergency lighting system (main switch is on the wall in the Men's cloakroom). This system must remain on for the duration of the event.
- The fridge and freezer in the kitchen have been turned on at the wall socket (if they are required).
- The water boiler has been set to 'ready' from 'standby' mode (if it is required). Note that instructions for the water boiler are on the kitchen wall above the boiler.
- They have been briefed on the Range cooker and other cooking equipment in the kitchen including cooking utensils (if required and if these have been booked) and have been given the operating instructions folder.
- The room heating thermostats have been checked and are set as required. The thermostats in the main hall and small hall (for small hall and millennium lounge) are adjustable by the hirer and instructions on how to adjust them are on the wall by the thermostats. The temperature reverts to frost stat setting at the end of the hire period. The heater in the committee room has to be controlled manually and must be switched off by the hirer at the end of the hire period.

Preparation for an Event

Once the hall has been handed to the hirer, then the hirer (or his/her authorised representative) must be present during the period of hire to ensure that all the Terms and Conditions of Hire are observed. In particular, the hirer is responsible for the security, safe operation and condition of the hall and its contents, the behaviour of all persons present during the hire period whatever their capacity and proper supervision of the car parking arrangements so as to avoid obstruction of the highway, the white double gates leading to the adjacent cricket pavilion and the entrance doors/emergency exits. Should there be concurrent users in the hall, hirers are encouraged to make themselves known to each other in the interests of co-operation and security of the building.

Decorations

There are restrictions on the decorations which may be used in the hall as detailed in the Terms and Conditions of Hire. Importantly, all decorations planned should be subject to a risk assessment and used/erected accordingly. Only blu-tack and cord/wire may be used to support decorations; both adhesive tape and nails/pins damage paintwork and other surfaces and their use may lead to a charge against the hirer for additional cleaning or redecoration. Emergency exits must not be obstructed or obscured by decorations or other obstacles. Table candles may be used with care; they should be secured properly in weighted, stable holders and placed only on appropriately covered surfaces. A stepladder is available in the small hall to use when decorating the hall, if required.

Furniture

The furniture normally allocated to each room is summarised on Pages 11-13. If additional hall furniture is required in a particular room then this must be discussed and agreed before the event. Chairs and tables for the main hall are stored as follows. Banqueting chairs should be used in the order shown to reduce handling time and difficulty:

- 25 maroon banqueting chairs in the Ladies cloakroom (5 x stacks of 5).
- 25 maroon banqueting chairs in the Men's cloakroom (5 x stacks of 5).
- 50 maroon banqueting chairs in the front entrance lobby storeroom (left) (5 x stacks of 10).
- 70 brown stacking chairs in the front entrance lobby storeroom (right).
- 24 folding 6' tables stored on trolleys behind the snooker table in the small hall.
- 4 folding 4' tables in the small hall.

A maximum of 8 tables should be stored on each trolley and they must be strapped in securely. Chair trolleys are stored in the cloakrooms with the banqueting chairs.

If furniture is to be brought in from elsewhere for an event, then the hirer is responsible for making the reception and storage arrangements with the bookings manager and caretaker. The hirer is also responsible for ensuring the carrier is supervised when loading and unloading the furniture and that village hall property is not removed from the hall during that process. Any furniture brought into the hall must have suitable plastic or rubber boots on all legs to prevent damage to the hall floors.

SUPERVISION AND MANAGEMENT DURING AN EVENT

The overarching responsibilities placed on the hirer (or authorised representative) continue during the event. In particular, the following activities must be undertaken:

- A small group of helpers must be briefed to help the hirer to:
 - Enforce the required behaviour at the event as laid down in the Hire Agreement and Terms and Conditions of Hire.
 - Control access at the event and monitor security.
 - Assist in the event of an emergency.
 - For children's and youth parties, supervise children as agreed.
- Brief all personnel at the event on fire safety and emergency procedures (details on Page 10).
- Monitor activities and risk levels and take appropriate action when required.
- Ensure spillages and other debris are cleaned up as soon as possible to prevent a safety hazard developing and to prevent damage to the hall floors and equipment.
- Ensure that regulated entertainment, the sale of alcohol and other licensable activities cease before the expiry time of the licence(s) and that all event activity has ceased by 2359hrs (midnight) unless a licensing extension has been granted.
- Monitor the temperature and air quality during the event and adjust the heating settings and open windows for ventilation and cooling as appropriate. (The window opener for the top-light windows in the main hall is stored in the main hall adjacent to the door leading to the rear entrance lobby)
- Be prepared to implement emergency procedures and evacuation if necessary (details on Page 10).

CLEARING UP AND SECURING THE PREMISES AFTER AN EVENT

The hirer is responsible for leaving the premises and surrounding area in a clean and tidy condition. All equipment and furniture must be checked and cleaned as appropriate and put away. Lights and taps must be turned off and the premises secured before departure. Where there have been concurrent hirings, each hirer is responsible for clearing up and securing the rooms they have used but the last hirer out is responsible for checking the security of the whole hall building including communal areas and for switching off utilities and the emergency lighting system before departure.

The basic rule is that rooms and facilities should be left as they were found

Generally hirers choose to clear up immediately after the event but, subject to other bookings and by agreement with the Bookings Manager, they may be allowed to clear up the following day. If a delayed clear-up is agreed, the following activities should be undertaken as a minimum before leaving the hall:

- Any valuables should be removed from the building.
- Any major or potentially 'staining' spillages mopped up.
- All emergency exits, doors and windows secured.
- External areas checked to ensure no equipment has been left outside.
- All naked flames safely extinguished.
- All electrical items switched off (less fridge and freezer if these are still storing food).
- Water boiler switched to 'standby'.
- All taps and lights turned off.
- Emergency lighting system turned off.
- Sign out in the book provided inside the rear entrance.
- Exit door secured and electronic key fob retained ready for access the following day.

If all clearing up is to be undertaken immediately after the event, then the hirer must undertake the following activities before leaving the hall, or additional charges may be levied. Wiping cloths and sink-side cleaning materials are available in the kitchen. Other cleaning equipment is available in the rear lobby cleaning cupboard adjacent to the committee room door.

- Table surfaces wiped down with a clean damp cloth and tables put away where they were found.
- Chairs brushed/wiped down as required, carefully restacked (one precisely on top of another) and put away where they were found.
- All decorations removed along with any mounting materials used.
- Curtains and blinds drawn/closed.
- Kitchen water boiler set to 'standby'.
- Oven and hot cupboard wiped down (if used).
- Work surfaces in the kitchen wiped down.
- Food and drink removed from the fridge and freezer and any spillages wiped up. The fridge and freezer should be left with the doors ajar to prevent mould growth.
- All cutlery, crockery and kitchen utensils washed, dried and put away where they were found. Provision of clean drying cloths is the responsibility of the hirer.
- Carpeted areas swept with a brush to remove debris or vacuumed if very dirty.
- Wooden floors and stage floor swept with a flat mop. If the floors are sticky with drink and food, they must be mopped down with a damp micro fibre mop first, to remove the worst of the spillages.
- All water taps turned off.
- All electrical items and lights turned off, including the PA and hearing loop systems and the emergency lighting system. (Note: there are no switches for the automatic sensor lights in the cloakrooms/toilets).
- All general waste bagged up in the bags provided by the wheelie bin in the rear lobby and left in the rear lobby for the caretaker to remove. The hirer should take all recyclable materials away with them as there is no provision for their disposal at the hall. If large amounts of waste are expected, then separate arrangements should be made with the caretaker at commencement of hire.
- Outside areas checked to ensure that no equipment has been left outside and that all event-related rubbish has been collected and bagged up.
- All emergency exit doors, windows and entrance doors checked to ensure they are closed and secure.
- Return the User's Guide folder to the hirer's notice board.
- Write details of any incidents in the Occurrences Book in the kitchen.
- Sign out in the book provided inside the rear entrance.
- Leave by the rear door, placing the electronic key fob in the metal wall box provided adjacent to the door exit button before pulling the door shut and checking the pad bar and lock have engaged properly.
- Report any breakages, damage or problems to the caretaker or bookings manager at the first opportunity.

EMERGENCIES AND ACCIDENTS

General

As the village hall is not staffed during hire periods the hirer is responsible for taking the necessary action in the event of an emergency or accident and for ensuring that all persons are efficiently and safely evacuated from the premises if required. At the start of the event the hirer is responsible for briefing all persons present on the fire safety procedures, as detailed on Page 10. Contact details for the caretaker are on Page 1.

Electrical Problems

Should there be a power cut or if the main electrical breaker trips the emergency lighting system will automatically come on throughout the hall. The emergency lights will stay on for about 3 hours or until power is restored to the building. They will provide sufficient light to evacuate the building if required and, if it is not a fire or power cut, to investigate why the breaker(s) have tripped. The main electrical supply switch and electrical breaker panel are mounted on the wall in the in the men's cloakroom. All breakers have a circuit description written alongside them and if a particular circuit has tripped the reason must be investigated before trying to reset the breaker. The village hall electrical system has been recently overhauled and meets the latest standards. If problems persist after any hirer-supplied electrical appliances have been disconnected and the breaker reset, then the caretaker should be contacted.

Water Leak

Should a leak or other water-related problem occur then the mains water supply to the hall should be turned off at the stop cock mounted halfway up the wall in the men's cloakroom. The caretaker should then be contacted.

Heating Problem

Should the heating system in the main hall or millennium lounge/small hall fail to provide the heat being demanded, the thermostat should be checked to ensure that the desired temperature has been entered and the flame symbol is present on the display. If the flame symbol is present, the boiler and pumps are working to provide the required heat and a low temperature is probably due to draughts in the room(s). If the flame symbol is not displayed and pressing the temperature button to demand a higher temperature than the room temperature does not trigger the boiler to respond, the caretaker should be contacted.

Accidents

Should an accident occur then the hirer is responsible for ensuring all possible assistance is given to the injured party. A comprehensive first aid kit is available in the marked first aid cupboard in the kitchen. If required, the appropriate emergency services should be called to give further help. Address details for the hall are given on Page 1. The nearest accident and emergency unit is Colchester General Hospital at Turner Road, Colchester, CO4 5JL. In all cases of accident or injury on village hall premises, the accident book in the first aid cupboard must be completed to meet the requirements of the Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR). Any accident should be reported also to the bookings manager or hall secretary as soon as possible (details on Page 1).

Breakages/Damage/Faults

Should breakages, damage or faults occur during the period of hire then these should be recorded in the Occurrences Book in the kitchen and reported to the caretaker. Appropriate temporary action should be taken during the period of hire to make the area/item safe for those present.

HEALTH AND SAFETY

General

The responsibility for the safe condition, maintenance and use of the hall and its facilities lies with the Management Committee. The hall and its policies and procedures comply fully with the Health and Safety at Work Act 1974 including the completion of a regular risk assessment and implementation of resulting recommendations, completion of all mandatory inspections and staff training/briefing. However, the hall is not

permanently manned by staff or officials during hirer events and **it is the absolute responsibility of the hirer to ensure that high standards of health and safety continue to be met when the hall is hired.** This includes: the assessment and mitigation of risk for the activities undertaken during the hiring; the safe use of equipment brought onto the premises; proper supervision of people attending the event and activities being carried out at the event; and full awareness of what to do in the event of an emergency.

Risk Assessment

A simple risk assessment should be undertaken by the hirer prior to all events. This does not need necessarily to be written down but should in its simplest form:

- Identify all of the activities taking place (including setting up and clearing away).
- Identify possible hazards.
- Decide who might be harmed, and how.
- For each hazard evaluate the chance of harm actually being done.
- Review planned precautions and adjust these or the underlying activities to reduce risk to an acceptable level.
- Ensure all supervisory personnel at the event and those participating are briefed on potential hazards and emergency procedures.

First Aid and Accident Reporting

As outlined above under 'Accidents', the hirer and/or representative(s) are responsible for providing immediate first aid to a casualty and then seeking further medical assistance if required. Complex first aid assistance should only be given by those qualified and competent to do so.

FIRE SAFETY

General

The hall meets all mandated fire safety requirements and is fully equipped with fire fighting equipment, an emergency lighting system and emergency exits. However, given the layout of the hall, the close proximity of the rooms and the large number of emergency exits there is no fire alarm system installed. Instead, persons discovering a fire should shout 'Fire! Fire! Fire' and tell all occupants to evacuate the hall as quickly as possible and assemble on the cricket field behind the hall. Persons may attempt to tackle the fire with the equipment provided in the hall if they can do so without putting themselves or others in further danger. The fire brigade should be called in the event of any fire, however small, and the caretaker informed. The hirer is responsible for assembling the persons attending their event on the cricket field and ensuring that all are accounted for and that any medical support required is provided. At the end of the incident, full details should be recorded in the Occurrences Book in the kitchen.

Fire Safety Briefing

The hirer is responsible for briefing all persons present at their event on fire safety procedures and what to do in the event of an emergency, as follows:

- No smoking or vaping is allowed in any part of the building. Smoking is permitted outside the front and rear entrances and cigarette ends should be placed in the receptacles provided.
- The action to be taken in event of a fire (as above and as published on the notices by each fire extinguisher).
- The location of the emergency exits in the room(s) being used.
- The emergency assembly point on the cricket pitch to the rear of the hall.

FOOD HYGIENE

The hall has a fully equipped kitchen which is regularly inspected by Tendring District Council and was awarded a '5' (top) grading following the last inspection. Hygiene and general kitchen management notices are displayed prominently in the kitchen and must be complied with by hirers. Operating instructions for the oven and hot cabinet are held in the kitchen first aid cupboard and instructions for the water boiler are displayed on the wall. Cleanliness and hygiene of the kitchen are the responsibility of the hirer during the period of hire, as is the handling and hygiene of food throughout the hall. Particular attention should be paid to ensuring all equipment is properly washed and dried up after use and any waste food is removed from the hall after the event, not thrown in the general waste bins.

SUMMARY OF ACCOMMODATION AVAILABLE

Main Hall including Stage and Lighting Loft

- The main hall has a multi-purpose sealed wooden floor approx 15m x 8.5m complete with badminton court markings. It has a traditional stage at one end of the room.
- It is a high-ceiling room suitable for use with an indoor bouncy castle or similar subject to suitable protective floor coverings being put in place.
- There are 6 emergency exits and door access to the main entrance lobby, small hall, rear lobby, disabled toilet and men's and ladies cloakrooms/toilets.
- There is an integral PA system and Hearing Loop (controlled from the side of the stage).
- Illumination is by high level fluorescent lights controllable from both ends of the room.
- The stage area is approx 6.2m x 2.8m extending to 6.2m x 3.4m if required complete with stage curtaining (controlled from the stage) and a white wall projection screen.
- There is a selection of white stage lights for illumination of the stage area (controlled from the side of the stage). These are sufficient for normal stage use.
- Stage access to the main hall floor is via illuminated steps and to the committee room located behind the stage is via two stage doors (the committee room is bookable separately).
- There is a full range of theatrical lights above the stage and on ceiling bars above the main floor. These need to be installed/set up prior to an event and are controlled from the first floor lighting loft at the back of the main hall. Setting up and operation of this equipment is strictly controlled and is by prior arrangement only.
- 100 flat-topped banqueting chairs and 70 plastic stackable chairs together with 24 rectangular 6' folding tables are allocated for use in the main hall. Other furniture is available on request.
- Heating is by hot water radiators controlled from a wall thermostat in the room.
- Window curtains are fitted and fan light black-out boards are available on request.
- Recommended comfortable room capacity:
 - Seated at tables with dancing area 100
 - Seated at tables for dining 120
 - Theatre-style seating 180
 - Seated/standing 220

Millennium Lounge

- The millennium lounge is a modern, fully carpeted room approx 6.8m x 6.1m decorated with framed historical pictures of the village.
- There are 2 emergency exits and easy door access to the main hall, small hall and patio area, with its views across the cricket field.
- Illumination is by ceiling LED lighting and wall lights, which are controllable in the room.
- Window blinds are fitted and black-out boards are available on request.
- Heating is by hot water radiators, controllable from the small hall and via thermostatically controlled radiator valves.
- 30 round-topped banqueting chairs and 8 rectangular 4' tables are allocated to this room. Additional furniture is available on request.
- Recommended comfortable room capacity:
 - Seated at tables for dining 25
 - Theatre-style seating for lectures/presentations 40

Committee Room

- The committee room is a fully carpeted room to the rear of stage approx 6.6m x 3.9m and can be used in support of stage productions or as a separate meeting room.
- There are 2 emergency exits and direct door access to the stage and the rear lobby.
- There are ceiling and wall lights controllable in the room.
- Window blinds are fitted.
- Heating is by an electric convector heater controllable in the room.
- The recommended comfortable room capacity is 15 seated at tables for committee-style working.
- There are 10 round-topped banqueting chairs, 5 brown plastic stacking chairs and 2 folding 6' tables allocated to this room. Other furniture is available on request.

Small Hall

- The small hall is approx 11m x 4.2m with a sealed wooden floor.
- It adjoins the snooker table area which is not available for general hire.
- There are 3 emergency exits in the room and door access to the millennium lounge, main hall, kitchen and small hall lobby (with its direct access to the rear car park for loading/unloading).
- It can be booked separately for small functions or booked as an annex to the other main rooms but is generally used as a thoroughfare between the kitchen and the main hall/millennium lounge in which case no hire charge is made.
- It is the preferred location for setting up the portable bar and/or tables for light refreshments when used in conjunction with the main hall or millennium lounge.
- Window curtains are fitted.
- Furniture for this room is available on request.
- Heating is by hot water radiators controlled by a wall thermostat in the room.
- Furniture is stored in and adjacent to this room so it does not offer such a pleasing setting as the other rooms available for hire.
- Recommended comfortable room capacity:
 - Seated at tables for dining 30
 - Theatre-style seating for lectures/presentations 40

Kitchen

- The kitchen is approx 5m x 3.4m with non-slip safety flooring.
- There are 2 emergency exits leading into the rear lobby and small hall.
- It is equipped with a full range of kitchen equipment including:
 - Rangemaster electric cooker with 4 ring hob, oven, grill and extraction system.
 - Tall commercial fridge with temperature display.
 - Counter top freezer.
 - Hot cupboard.
 - Linco hot water boiler.
 - 1200W Microwave oven.
 - Moveable stainless steel preparation table with shelf.
 - Selection of stainless steel work surfaces around the room.
 - Electric kettle and coffee percolator.
 - Catering utensils, chopping boards and various metal teapots.
 - Twin stainless steel sinks suitable for food preparation and washing up.
- It is available for light use by all concurrent hirers of the hall to make drinks and light refreshments, unless heavier or exclusive use is booked for a particular event.
- All consumables for washing up are provided but hirers need to provide their own drying cloths.
- There is access to the rear car park via the rear lobby enabling easy access to catering trailers and BBQ stands etc.
- It is illuminated by 4 x LED strip lights.

Toilets and Cloakrooms

- The men's and ladies cloakrooms are located at the end of the main hall and access to the main toilets is through them.
- The cloakrooms are also used a storage area for flat topped banqueting chairs for use in the main hall and care should be taken when using these areas given the limited space available.
- The toilets are equipped with electric hand dryers and paper towel dispensers.
- All appropriate consumables are provided.
- Illumination to both cloakrooms and toilets is provided by automatic sensor light units which are triggered by movement. They turn off automatically after about 10 minutes if no movement is detected.
- The disabled toilet is located in the rear lobby and provides full facilities for the disabled. It is fitted with an audible assistance alarm which can be reset from the rear lobby. It is also fitted with a wall-mounted baby changing station.

SUMMARY OF FURNITURE AND EQUIPMENT AVAILABLE

Furniture

The total furniture available in the hall for general use is: 100 x flat topped maroon banqueting chairs; 40 x round topped maroon banqueting chairs; 75 x brown plastic stacking chairs; 26 x 6' folding tables; 12 x 4' folding tables and 12 x green baize card tables. Details of the furniture normally allocated to each room is given above on pages 11 and 12 but furniture can be allocated as required for an event, availability permitting. All furniture may be wiped with a clean damp cloth, but care must be exercised when wiping down upholstered chairs and baize tables such that they do not become saturated. FURNITURE MUST NOT BE TAKEN OUTSIDE THE BUILDING.

Stage and Stage Lighting

The stage is available to hirers of the main hall. Care should be exercised when using the access stairs; the stair lights provided should be switched on using the switch located adjacent to the stairs. The main curtains are controlled by manual cord pulls on the side of the stage and should be handled with care; the curtains must not be pulled by the fabric as damage can be caused to them and the pull mechanism. The main curtains may be tied back when open using the matching ties provided either side of the stage. Other curtains should be pulled carefully by the fabric to achieve the position required. The black back drop curtains may be pulled back to reveal the white projection screen on the stage rear wall. This screen is treated with special projection paint to make images appear brighter and sharper but with less light glare.

The stage extension may be used if required. This is hinged at the top and lifts into place in two separate sections. These sections are heavy and it is recommended that 3 people assist when the extension is erected and put away. There are no leg locking mechanisms on the extension – the extension is stable when both sections have been deployed and all legs are vertical. Care should be taken when putting the extension away to ensure that the legs are folded up as the sections are dropped such that they do not scrape the floor.

There are 3 sets of lights available on the stage, as follows:

- High level fluorescent lights for general illumination. These are controlled by switches on the side wall of the stage and provide enough illumination for general use.
- Curtain lights along the front of the stage behind the main curtain pelmet. These are controlled by switches on the side of the stage and the bulbs are currently white/clear. Coloured bulbs may be fitted by hirers if required, on a temporary basis.
- A full set of spot, coloured and special effects theatrical lights mounted behind the main curtain pelmet, above the stage and on metal light bars deployed from the main hall ceiling and rear of the hall. These are operated from the first floor lighting loft/projection room at the far end of the main hall and are available by special arrangement only.

Public Address System

There is a 60W public address system in the main hall operated from the stage. This incorporates a high quality corded microphone as well as a pair of cordless microphones. Recorded music can be played over the PA system from a variety of sources including laptops, ipads, ipods and mobile telephones. Common interface cables are available with the system. Full instructions for use of the public address system are displayed on the side wall of the stage.

Hearing Loop System

There is a hearing induction loop fitted in the hall which is controlled from the side wall of the stage next to the PA system. Instructions for operation are provided on the adjacent wall.

Film Screen

There is a full width white projection screen for the showing of films available on the back wall of the stage. The screen is treated with special reflective paint to enhance image quality. There are no other screens or any projection equipment available to hirers.

Crockery and Cutlery

The village hall holds two services of crockery for use by hirers. The main set is white and comprises 140 place settings of soup/dessert bowl, dinner plate, side plate and sup/saucer. The secondary service is green and comprises 100 place settings. There are also miscellaneous mugs, jugs, teapots and some glasses available for use. There are 40 settings of cutlery available for occasional use but for larger events there are 180 place settings of formal dining cutlery in addition to serving spoons and butter knives, available on request. There is also a limited range of kitchen equipment available to hirers, including serving trays, kitchen knives, utensils, pots and pans, chopping boards and miscellaneous items such as bottle openers, scissors and tin openers.

Cleaning Equipment

Cleaning equipment for hirers is available in the cleaning cupboard located in the rear lobby adjacent to the committee room door. This equipment comprises a Henry vacuum cleaner, brooms, sweeping mops, a micro fibre floor spray mop and dustpans/hand brushes. In addition, there are cloths, sponges and cleaning liquids available in the kitchen for wiping down tables and surfaces and for doing the washing up.

Portable Bar

A portable bar is available to hirers, which is normally set up in the small hall. It offers a good sized main bar surface with cupboards under and adequate space to mount beer taps. It has a large rear shelving unit with a working bar surface and space for optics. It takes about 20 minutes to set up. No other bar-related items are held by the village hall and hirers must make their own provision for these. There are power points in the small hall adjacent to the bar area convenient for use with small fridges and beer coolers (not supplied by the village hall). The bar is stored in the main entrance lobby store room (right) when not in use.

Piano

A good quality and regularly-tuned upright piano is available for use by hirers in any room. It is fitted with large, heavy duty plastic casters which make it easy to move it between all rooms with the assistance of 2 or 3 people and with little risk of damaging the floors if moved carefully. The piano is not to be lifted onto the stage without the permission of the bookings manager.

First Aid Equipment

There are two boxes of first aid equipment in the kitchen cupboard displaying the First Aid sign. If first aid equipment is used, details should be entered by the hirer in both the accident and occurrence books held in the first aid cupboard.

LOST PROPERTY

Any personal property left inadvertently in the hall after an event will be stored by the caretaker for one month. The caretaker will endeavour to inform the hirer of found property as soon as possible if it is clear which event the item originated from, although it is primarily the responsibility of the hirer to contact the caretaker to enquire about any property believed lost. The village hall management committee takes no responsibility for the safe keeping of lost property although it will do its best to ensure items remain secure and available for at least one month. After that time the committee reserves the right to dispose of property as it deems fit.

USER FEEDBACK

User feedback is important to the village hall. We want hirers to have a good experience using our facilities and encourage feedback whether good or bad and also suggestions as to improvements that could be made to the village hall and/or our management systems. Comments can be submitted through the enquiry form on the village hall website or by email/text/letter to the bookings manager (details on Page 1).

Thank you for using our village hall. Your co-operation and support is much appreciated