

## Appendix 4 Additional Rules and Information

---

### Points to note A-Z

1

- Your attention is drawn to the hiring agreement and appendices 1 – 7 displayed on the village hall notice board or on the website [www.lustleighvillagehall.co.uk](http://www.lustleighvillagehall.co.uk).
- However, should you have any queries regarding the hiring of the hall please contact the Booking Secretary on 01647 277411. If you would like to visit the premises to view the facilities then please contact a local member of the committee on 01647 277421 or 01647 277138.
- If you are holding an event other than a private function, that is one to which the general public are invited, you must conform to the requirements of either the Public Entertainments Licence or if an event being a performance, the Theatre Licence. Refer to Hire Agreement for more information and Appendix 6.

### Car Parking

The road leading to the village hall is a public road and this must not be obstructed. Please ensure your visitors do not obstruct the fire exits by the disabled parking place at the side of the hall.

For the possibility of hiring a local field as a carpark /overflow for large functions please contact the Booking Secretary.

### Cleaning

- A part time cleaner is employed to ensure that standards are maintained. Her availability and "hours paid" precludes clearing up/cleaning after each individual hiring, which is the responsibility of hirers. Hirers may wish to make individual arrangements with her for extra services.
- If hirers leave the hall in a condition which requires additional work by the cleaner a charge will be deducted, at the discretion of the committee, to pay for such work.
- Cleaning requisites are held in the Cleaner's cupboard.

### Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked.

### Decoration.

It is not permitted to use fixings that will leave marks. A box of picture hangers for use on picture rails is available in the cupboard in the Cleaner's Cupboard.

### 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 Management Committee welcome comments or observations that you may have about your hire of the village hall.

### Furniture

The following is available for use in either the Main Hall or the Meeting Room:

- 140 chairs - 26 kept in Meeting Room, 6 in the Foyer, 45 in the store beyond the Foyer, and 63 in the main store.
- 10 large tables and 10 small ones- 2 of each ( new, white topped) in the Meeting Room, and the remainder in the stores.

## Appendix 4 Additional Rules and Information

---

- Please return items to their proper place. Photographs of store layouts are displayed in the stores. This will ensure that fire exits / the route from Play Group store to adjacent "Stage Door" is kept clear.
- The caretaker will at his discretion assist with moving furniture/staging. He is authorised to charge a fee of £5 for such assistance.

### Heating

- There are two heating zones, Main Hall, and Meeting room plus Foyer and toilets.
- Heating will normally be programmed by the caretaker in accordance with hiring's. It will also be programmed to keep the hall temperature at a minimum of 15 degrees C to ensure that the floor does not warp.
- Please do not switch the hall heaters off. They will only blow hot air when the room stat calls for heat. Ignore the small amount of heat from circulating hot water. Switching off will not stop this. If too hot, open Velux windows, switch on fans, open doors.
- The Meeting Room and toilet radiators can be controlled by adjusting the thermostatic valves.
- At the end of the hire period please ensure that if you have adjusted the heating level that it is returned to the previous level.

### Internet

The Hall is provided with wireless internet available in all areas. This is not designed for general public use, but is available to Hirers.

### Keys - Opening and Closing the village hall

- Regular users. You may be provided with a key which will give you access to the areas you hire.
- Casual hirers. The Booking Secretary will have made arrangements for you to obtain a key, otherwise the hall duty committed member (see Hall external notice board for contact details) will normally unlock for you, and let you know what the arrangements are for locking up, and if you are given a key, where to return it to.
- There are a number of different keys which each give access to various combinations of areas. All keys open the Front Door and the Cleaner's Cupboard.
- Please ensure that all external and internal doors not in use by other hirers are secure/locked as appropriate before leaving.
- Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

### Naked Flames

With the sole exception of 'T-Lights, naked flames are not permitted. It is an essential requirement that written permission on their use is obtained beforehand from the VH committee. Refer to Hire Agreement, Appendix 2 and Appendix 3 for more information.

### Power Circuits

Please contact a member of the committee if a problem arises during the hiring.

### Rubbish

- Please ensure that all rubbish is removed from the hall. There are two black landfill bins at the back of the Disabled parking area.
- The Village Hall Committee regrets that it has been unable to provide satisfactory provision for recycling waste but is **delighted** if hirers can take their rubbish home to recycle, in particular any big bulky rubbish eg boxes /cardboard/glass etc. To assist, there are carrier bags for Hirers use in the box under the kitchen central island. Large black bin bags are kept in a drawer.

## Appendix 4 Additional Rules and Information

---

- General rubbish to be placed in the bag in the white bin under the central island in the kitchen. When full, properly tie and 'knot' the bag and remove to the black wheelie at the back of the disabled parking bay.
- Food rubbish can be placed in a polybag in the green caddy under the sink and can be taken home by hirers for recycling. Alternatively, this bag of food scraps can be properly tied off and placed in the black landfill wheelie as above.

### **Safety**

The village hall has a No Smoking Policy.

In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. (Refer to Appendix 3)

Please use the trolleys provided for moving chairs in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice.

The village hall's health and safety file is kept in the Kitchen.

A first aid box is located in the Disabled Toilet and in the kitchen drawer.

### **Telephone**

The village hall is provided with a telephone. A Public Telephone Box is located in the street just outside the hall. Mobile telephone reception is not guaranteed where the hall is located.

### **Toilets**

- Hot water for the washbasins in the toilets is controlled by two time switches in the Cleaner's Cupboard. Please see detailed instructions there.
- Baby changing facilities are available in the Disabled toilet. Please do not flush nappies down the toilet or leave in the hall. There are bins outside, beside the disabled car park area.

### **Wooden Floor in the main hall**

- Stiletto heels are not permitted in the main hall, because of the potential damage to the wooden floor.
- Non marking sports shoes must be worn when the hall is used for indoor sporting events.
- The floor is oiled. It should be swept with a dry soft broom after each use. All spillages must be cleaned up immediately. It must not be washed, only a damp cloth may be used.

## Appendix 4 Additional Rules and Information

---

### Use of the Main Hall

- **Ventilation.** There are four fans, controlled by a variable speed switch in the stores area beyond the foyer. A green light will show when fans are turned on. If it doesn't, check that adjacent mains power switch is on. The louvres in the fans under the windows can be opened/closed as required. These two fans input rather than extract.
- **The Velux windows** can be opened by using the keypad mounted on the wall next to the main light switch panel. These windows are fitted with a rain sensor and will close automatically if it rains. They are also fitted with blinds which are operated by a remote handset, which is kept in a pocket next to the ventilation switch in the store area.
- **Party lighting.** The Village Hall has eight lanterns which are in place on the stage lighting bars. These can be used to provide ambience. They are supplied by a 415 volt system, and must be set up by authorised persons only. Please ask a committee member if you want to use them. Owing to the high electricity consumption, and the cost of replacing fragile bulbs, there is a charge of £12.50.
- **Audio.** Please ask a committee member if you wish to make use of the fitted speaker system.
- **Electronic Keyboard.** This is *an expensive item, so for use by approved persons only. If you wish to use it please state on your booking form.* Booking Secretary will advise whether approved, and if so, arrange for assistance to be available. There is a charge for use of the keyboard.
- **Stage.** A large quantity of demountable stage and tiered seating is available. This must be assembled under supervision. Please notify the Booking Secretary if you wish to use this. The committee reserves the right to charge for other than a small rostrum. Hirers are responsible for arranging manpower to assemble and remove staging.
- **Stage doors.** These two doors are available as additional entrances. When the stage is in place extra door height is available by removal of the panels over the doors.
- **Hearing Loop.** A "T" loop is installed. The control box is located in the Foyer store. Note that there is a wall switch and a further switch on the box. When on, lights will be lit on the box. NB. The T Loop microphone, which is located on the stage curtain track, may cause feedback (whine) if there are other amplifiers and/or microphones positioned below it, e.g. for a band. In that case it will be necessary to turn the T Loop off.
- **TV socket.** This is available for hirers providing their own set.
- **Blackout** for door glass panes. If not in place, these items can be found in the Foyer store.

### Use of the Meeting Room

- **Hearing Loop.** There is a T Loop installed, the control box is in the Cleaner's Cupboard, switches as above.
- **TV socket.** This is available for hirers providing their own set.

### Use of Outside areas

- **Access to the picnic area or the play area.** Please ask a committee member to unlock the gates.
- **Outside lights.** Pre-programmed to activate from dusk to midnight. If you need to switch them on see the time clock in the Cleaner's Cupboard (on the left-hand wall next to the key safe).
- **Outside tap.** If you want to have a paddling pool/Water fight in the Play area, there is a stopcock in the right-hand cubicle of the ladies toilet. A straight slot screwdriver is needed to open it. Please ensure that you turn it off when finished so that vandals cannot use it. Water is metered!