

Horsley Village Hall – Notes for Users

Thank you for booking the Village Hall; we hope you have a successful event. Here are a few points which we have found from experience help the smooth running of events and this community facility.

Lights

These are controlled from a labelled panel in the main hall. Please check all lights are turned off and all windows and doors are shut when you leave, not forgetting the toilet lights including the disabled toilet. If you have used the lights in the foyer, please ensure that light switches are off on exit. A sensor light should come on outside if it is dark to see to lock the village hall.

Village Hall Heating

Press switch next to green light on main light switch panel in main hall for 1 hour heating. Ensure thermostat is at approx 20°, you should hear the boiler start up. The thermostat is located on wall on the left hand side of the small kitchen hatch. Re-press after one hour if necessary.

Please leave thermostat at approx 20°. If you turn it down whilst you are here, please turn it back up when you leave, otherwise the heating **will not** come on for regular users.

Finishing Time

If music is going on in the hall during the evening, please keep the outer doors shut, this really helps the sound proofing to the outside. There is a policy that all events should finish at midnight, for the consideration of the people living near by.

Cleaning

You should find the Hall clean and tidy on arrival. Please leave it this way when you leave. This means stacking away chairs and tables at the marked places near the disabled toilets, cleaning the kitchen and toilets if used, sweeping the floor, and if necessary wash floor with mop and multi purpose cleaner if dirty. The large brush, mop and cleaning materials will be found in the locked cleaning cupboard in the men's toilet – the hall key will open this (please leave locked when finished).

Rubbish

Rubbish should be taken away by you, **not** left at the Hall as we do not pay business rates, therefore **refuse is not collected**. These principles enable us to keep our charge rates at a low level. Should it be necessary for us to employ a cleaner specifically to clean after your visit, we will need to pass this charge on to you and you will find booking the Hall again very difficult.

Health & Safety

Please use common sense to ensure the health and safety of everyone who uses the premises while you are in charge, as this is your responsibility as an event organiser. HSE guidelines are available for your information on-line at www.hse.gov.uk/pubns. These include:

- Please ensure spills are cleaned up immediately.
- If you need to use the stepladders then please ensure they are used sensibly.
- Please ensure any children are supervised and kept out of the kitchen and storerooms.
- Please take care when lifting heavy equipment.
- Please report any breakages, accidents or maintenance issues to the committee.
- Consider organising marshals (in high-visibility jackets) if the car park is to be heavily utilised

A copy of our most recent HSE risk assessment is posted on the notice board in the main hall.

Thank you. If you have any questions or comments on the hall please contact either:

Jon Stride, Chairperson, Village Hall Management Committee. Tel 833026 or
Mick Ratford, Treasurer, Village Hall Management Committee Tel 833876