

Otterhampton Village Hall

Information Sheet for Hirers

1. Opening & Closing the Hall

- a. Keys to be collected from and returned immediately after locking up to:
Di Davie, 24 Ship Lane, Combwich TA5 2QT (Tel: 01278 652141)
- b. Hirer to ensure that any outside caterers/contractors are fully aware of the start and end times of the hire period as access outside these times will not be permitted.
- c. If any problems arise, please contact either of the following Hall representatives:
Di Davie (Tel: 01278 652141) or Audrey Rowley (Tel: 01278 653298)

2. Fire Safety

- a. Prior to the start of the hire period, Hirers must familiarise themselves with the location of the **Fire Exits, Fire Alarm Call Points and Fire Extinguishers** (*All as shown on the attached sketch plan*).
- b. Hirers must also ensure that the **Fire Exits** are made known to the guests and that they are not used for general access/exit purposes.
- c. In the event of a fire, the Hall/Building must be evacuated via the appropriate fire exit and the Fire Brigade called using the 999 emergency Telephone number. One of the Hall Representatives mentioned in 1c. above must also be informed.
- d. The evacuation assembly point is The Pill Parking Area opposite the Hall.
- e. The Hirer to ensure that all of their guests are accounted for. Personnel must not re-enter the building until confirmation has been given by the Fire Brigade that it is safe to do so.

3. Hall Telephone – There is a telephone in the main hall for emergency use and/or calling either of the OVH representatives mentioned in 1c. above. The phone is located by the entrance door to the hall.

4. Use of Kitchen

- a. The Fire Exit door in the kitchen to be unlocked and kept **unlocked** during the use of the kitchen and only to be **re-locked** at the end of the hire period.
- b. Any perishable items stored in the fridge by the hirer to be removed at the end of the hire period.
- c. Hot water is provided by an electric boiler, turned on by the switch to the left of the sink and must be turned off at the end of the hire period.

5. Heating Controls - These are located on each radiator

6. Do Not attach anything to the walls. The picture hooks and the dado rail may be used.

7. Car Parking

- a. The Hall has no dedicated parking, but some parking is available at The Pill Area opposite the hall.
- b. The area immediately outside the front of the Hall must be kept clear for **Emergency Vehicles**.
- c. The entrance and driveways of private houses must be kept clear at all times.

8. Health & Safety

- a. The H&S file is located in the kitchen and contains a copy of our H&S Policy, H&S Risk Assessment, Fire Risk Assessment and Evacuation Procedures
- b. A First Aid Kit and Accident Book are also located in the kitchen. All accidents to be recorded in the Accident Book.
- c. No smoking, including the use of E-cigarettes is permissible inside the Village Hall.

9. End of Hire

- a. The premises and surrounding area to be left in a clean and tidy condition, all rubbish to be disposed of. A dustpan and brush, Hoover, mop and bucket can be found in the cleaning cupboard in the main hall.
- b. Chairs stored on the stage to be stacked no more than 6 high. Tables to be cleaned and stored. Any contents temporarily removed from their usual positions to be properly replaced.
- c. All lights and radiators to be turned off. Where this has not been done, the Hall Management shall be at liberty to impose an additional charge of **£10.00**.
- d. Before leaving the kitchen, please ensure that the outside Fire exit door and the Hatch Fire door is securely closed.
- e. Any faults or damage to be reported to either of the OVH representatives mentioned in 1c above a.s.a.p
- f. All Fire Doors to be closed, windows shut and the front door property locked.