

**OTTERHAMPTON VILLAGE HALL**  
**INFORMATION SHEET FOR HIRERS**

(Copy may be found in Health and Safety Folder)

**1. Opening and Closing the village hall**

The Village Hall keys will be available from:

Di Davey. 24 Ship Lane. Combwich TA5 2QT Phone Number 01278 652141

After locking up, keys to be returned there immediately.

Please ensure that any outside caterers and contractors are aware of the hire period and that they will not be able to enter before or leave after the hire period.

In case of difficulty please phone either Di Davey - Bookings on 01278 652141 or Elizabeth Marriott – Secretary on 01278 653308

NO Scooters, Skateboards, Roller Blades or bikes to be brought into the hall at any time.

**2. Safety**

The Village Hall has a NO SMOKING POLICY.

The exact location of fire exits, fire alarm call points and fire extinguishers should be noted before the hall is occupied and fire exits should be made known to your guests. (A sketch plan showing these is attached). Please ensure fire exits are kept clear at all times.

In the event of a fire, the village hall should be evacuated using the appropriate fire exits, and the fire brigade called by dialling 999 and a member of the committee informed. (Contacts and phone numbers at (1)).

THE ASSEMBLY POINT IS THE PILL PARKING AREA OPPOSITE THE HALL.

Please stack the chairs in piles of no more than 6 on the stage.

**3. Hall Telephone 999 EMERGENCY USE ONLY.**

There is a telephone in the Main Hall to be plugged in (to the left of the entrance door) and used ONLY in the case of an emergency to dial 999 in case of Fire or Suspected Fire, Police or Ambulance Service and to contact one of the Village Hall Committee named above at (1).

**4. Use of Kitchen**

The Fire Exit in the Kitchen must be kept unlocked during use of the Kitchen and re locked (please check outside fire door is closed) on leaving the Kitchen and Hatch Fire Doors closed.

Any perishable items used in the kitchen and stored in the fridge during the hiring must be removed at the end of the hire period, unless prior arrangement has been agreed and included in the hiring agreement.

Hot Water provided by electric boiler, turned on by a switch to the left of the sink and turned off at the end of the hire period.

**5. Heating**

The heating controls are located on each radiator. PLEASE TURN OFF ALL RADIATORS at the end of the hire period.

**6. Health & Safety**

The Village Hall's Health and Safety File is located in THE KITCHEN.

A First Aid Box and Accident Book are located in THE KITCHEN. Please record any accidents in the accident book.

**7. Car Parking**

The Village Hall has no dedicated parking but ample parking is available at the Pill Parking Area opposite the Hall. Please keep the front of the Hall clear for Emergency Vehicles.

**8. Consideration for Others**

Please ask your guests to leave quietly at the close of your event. Anti Social Behaviour will not be tolerated.

**9. END OF HIRE CHECK LIST**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, (A brush and dustpan, Hoover, mop and bucket may be found under the stage).

If using the Hall only, please ensure THAT ALL rubbish is disposed of.

Chairs to be stored on the stage (no more than 6 high) and tables cleaned and stored (unless with prior arrangement with next Hall user and may be left out).

Lights and Radiators turned off; otherwise the Village Hall Management Committee shall be at liberty to make an additional charge of £10.00.

Kitchen water heater off and kitchen hatch fire doors closed.

LOCK FIRE DOOR inside Kitchen.

Check all Fire doors to ensure they are closed, windows are shut and front door properly locked and secured.

Any contents temporarily removed from their usual positions properly replaced,

FIRE EXITS MUST NOT BE USED FOR GENERAL ACCESS/EXIT, unless with prior consent.

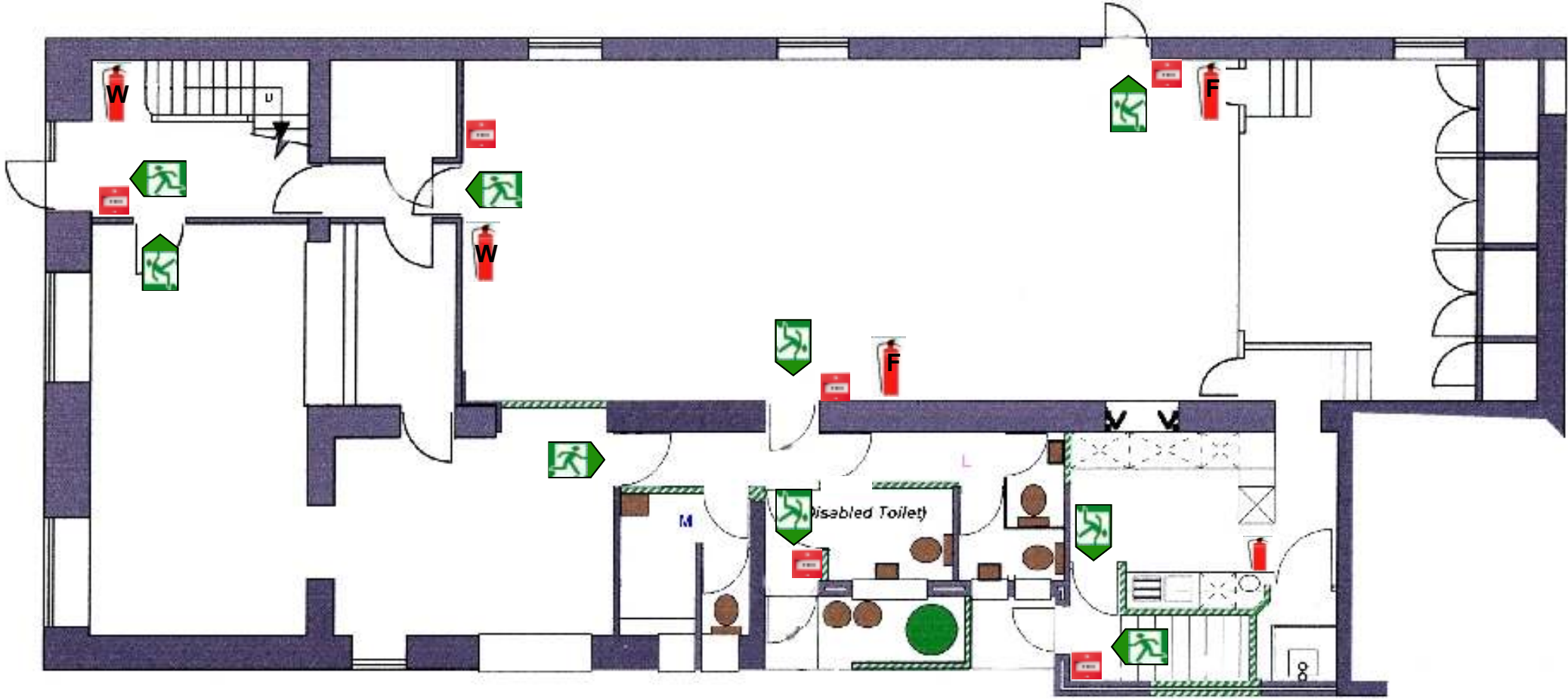
Please DO NOT use drawing pins or sellotape on the walls or other surfaces, use blue-tack if you need to put up notices or decorations. Do not fix decorations near light fittings.

**10. Faults/ Damage/ Comments**

Please report any faults or damage to a member of the Hall Committee named at (1) 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.


# FIRE EXITS, EXTINGUISHERS & CALL POINTS - Ground Floor



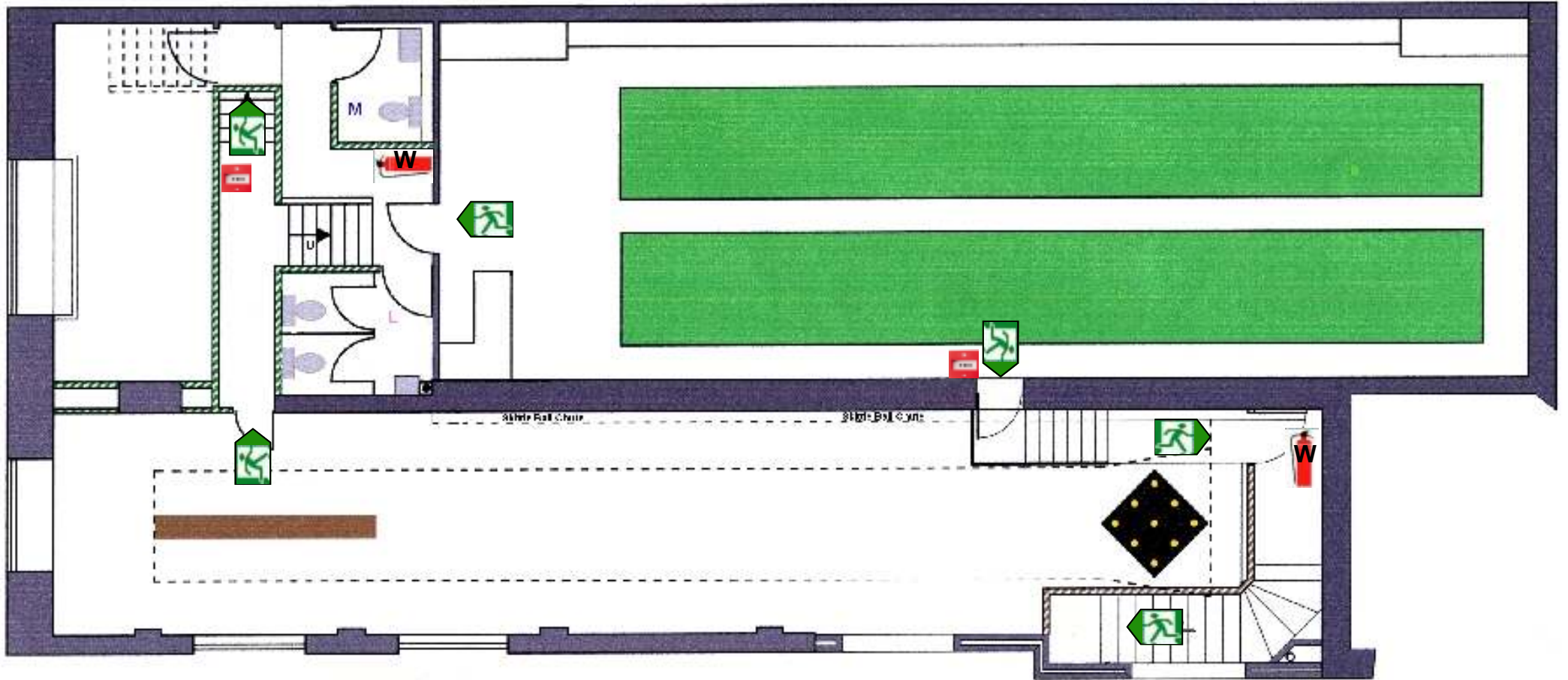
*Ground floor plan*

 Fire Alarm Call Point

 Fire Exit

 Fire Extinguisher F = FOAM, W = WATER


# FIRE EXITS, EXTINGUISHERS & CALL POINTS - First Floor



*First floor plan*

 Fire Alarm Call Point

 Fire Exit

 Fire Extinguisher    F = FOAM, W = WATER