

## **Essential Notes for Hirers of Saltwood Village Hall**

Please read in conjunction with the conditions of hire document as together these documents form the basis of your contract for the Hall. The Hirer is responsible for briefing other members of their group. **Please ensure you use the checklist provided, at the end of the hire period.**

### **Fire Safety**

Please ensure you and your guests are familiar with the fire exits in the hall and the fire instructions attached. There is an evacuation plan in each room and the fire exits are clearly marked. In the case of fire please exit the building and assemble on the Village Green before alerting the emergency services. Be aware that candles (except those on birthday cakes), deep fat fryers and flammable gas are not permitted.

All three front doors should be unlocked at the start of the hiring (the main hall entrance, plus the two side rooms), so that they can be used as means of escape in the event of fire.

Unlock rear exit door to kitchen, if kitchen will be in use.

Ensure you know how to activate and deactivate the site fire alarm in the main hall before your event. Press the push button to activate and press again to deactivate.

### **Parking**

Unloading can take place at the rear of the Village Hall, accessed from the track leading off Rectory Lane or Grange Road. Please encourage guests to park sensibly and with respect to our neighbours. Items taken into the hall are at the owners' risk.

### **Licensing**

If you intend to sell alcohol you must obtain a licence and display a Temporary Events Notice.

### **Keys**

Hall users are not permitted to copy the hall keys.

### **Smoking**

Smoking is not permitted in any area of the Village Hall.

### **Heating**

Heating is included in the hire fee. The gas central heating is set to come on when the hall is occupied. There are two zones:

1. Main Hall and Rectory Lane room (thermostat located next to the Rectory Lane door into the lobby)
2. Grange Road meeting room plus kitchen (thermostat is located in the Grange Road room next to the main door)

Thermostats are set at 20 degrees. Please adjust them to your liking but please ensure you return them to 20 degrees when you leave. Please note - the Grange Road meeting room's electric radiator's timing and temperature is set by the Caretaker, please do not attempt to alter this.

### **Seating Capacity**

The maximum number of guests seated at tables is 125 (115 main hall and 10 Grange Road Room).

### **Telephone**

There is no telephone in the hall. You are advised to bring a mobile phone in case of emergencies.

### Kitchen

- All appliances in the kitchen are electric. The user manuals for the appliances are kept in the drawer unit in the kitchen.
- **Oven** – you will need to set time before use. Note that the control for left hand lower oven will go to Grill only if the knob is turned too far to the right. Please observe the dial carefully to ensure the oven is turned on. Please use the extractor fan above the oven to minimise steam when cooking. Oven must be cleaned after use.
- **Hot water boiler for drinks** – you will need to switch the boiler on half an hour before needed.
- **Dishwasher** - turn on both the hot water heater as well as the dishwasher switch. Follow detailed instructions very carefully. The dishwasher takes approximately half hour to heat up before use. After use ensure it has been drained and left clean.
- **Fridge** - must be cleaned after use.

### Power supply and Lighting

- The wall lights in the main hall are dimmable.
- The internal and external Rectory Lane, Grange Road and main porch lights are triggered by low light levels or movement.
- The toilets lights and the hall light outside the toilets are all triggered by movement.
- The power to the stage in the main hall is automatically switched off at 11pm. This is to ensure that the conditions of hire requiring users to stop all music by 11pm are adhered to.
- Our electric supply is 3 phase which is more powerful than in most homes, users are therefore on no account to tamper with the supply.
- Electrical appliances supplied by hall users need a current PAT test.

### Do/ Don't list

- Please do not stick anything on the walls or tables.
- Please don't use glitter
- Ensure all appliances are unplugged from the stage sockets after the power turns off at 11pm.
- Turn off power to kitchen appliances, except the fridge freezer when you leave
- Please be careful with heavy pans on the cooker hob and avoid placing other heavy items on it.