

Harpham & Lowthorpe Village Hall

# Hall User Guide

October 2020

# Village Hall User Guide

## General

Please remember your responsibilities regarding the use of the hall as detailed in the Hire Agreement.

## On Arrival

The hall will be opened and closed for you by one of our Trustees. Should you be delayed, or have any difficulty gaining access to the hall, then please contact our Bookings Clerk on 07562 310676.

Please ensure that any guests, outside caterers etc are made aware of the start and end times of your hire period, as they will not be able to gain access to the hall unless you are present.

We ask on arrival that you conduct a brief walk-about with the Trustee who opened the hall, to familiarise yourself with the location of the fire exits, extinguishers and other safety equipment and undertake a visual inspection of the hall to ensure it meets your expectations. Any queries or issues found should be immediately addressed to the Trustee.

The location of the Fire Extinguishers, Fire Exits, First Aid Box & Defibrillator, and the mains Stopcocks etc. are shown in Figure 1, as are the key dimensions of the hall.

## Chairs & Tables

Folding tables and stacked chairs may be found behind the stage curtain and, if used, should be moved into position using the trolley handling aids provided. A video showing how to safely erect and collapse the folding tables can be found on YouTube using this link [https://youtu.be/jLyFL-z-x\\_Q](https://youtu.be/jLyFL-z-x_Q).

Note that when setting out the chairs and tables, care must be taken to maintain clear passage to the signed fire exits. Also please do not climb on them to access heights, as step ladders are available for this purpose and can be found on the stage.

To help you decide the best table/seating arrangement for your event, we have provided some possible seating arrangements in Figure 2 for you to consider. Each of these arrangements is shown positioned on either one or two 3.5m squares, so that you may gauge the amount of floor space they would occupy. Our most popular arrangement for 60 people is shown set out in the hall in Figure 3.

## Wi-Fi

You will require the password below to access the internet via the Hall's Wi-Fi system.

Password: VillageHall2014

Users are requested to limit their use of the service to appropriate content.

## Heating

In winter months we will switch-on the heating so that the hall is reasonably warm on your arrival. However, if you have any specific heating needs, then please let us know in advance, as the hall ambient temperature responds very slowly to changes in the thermostat settings.

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## Kitchen

There are up to 100 sets of tableware and cutlery available for your use, which may be found in the cupboards in the kitchen. You may make use of the oven, hob, microwave etc. as required, but please note that the fridge in the kitchen is not for public use, and is normally locked.

Below is a list of items that you cannot assume will be in the hall/kitchen, and which may be a good idea to bring with you:

- Lots of plastic bags for removing all rubbish (clear bags for removing recycling) – Please place all rubbish in the appropriate outside recycling bins;
- Lots of T-Towels and J-cloths;
- E-cloth or similar for wiping stainless steel surfaces;
- Floor cloth for spills, especially in the kitchen;
- Table cloths (our tables are 1220mm x 700mm);
- Corkscrew and bottle opener;
- Sharp knives, and any additional cutlery other than standard knives forks etc;
- Heat proof mats/pads, if serving from hot pans & dishes direct from the oven and or hob.

## Toilets

The waste from our toilets and various sinks is discharged into an outside septic tank, so we would ask that you strain grease into glass jars rather than pour it down the sinks, use kitchen cleaning products that are septic tank friendly, and do not flush any hand or baby wipes down the toilets.

## Safety

### Briefing attendees & caterers

Note it is your responsibility to ensure that all your attendees, caterers etc are briefed about the fire drill and exits.

We recommend that you take the opportunity at the same time to tell them where to find the toilets, and remind them that the hall site is a no smoking area, which includes the building, garden and car park areas.

### Accidents

A basic First Aid box is provided in the kitchen and a defibrillator is housed in an outside box located near the ramp entrance to the hall. Should you use anything from the First Aid box, then please record this in the feedback book, so that it can be replaced.

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There is also an Accident Book beside the fridge in the kitchen, which you should fill in if the accident was in anyway related to the hall.

We would recommend that you to clear all liquid spills quickly to avoid people slipping, and similarly glass breakages to avoid people cutting themselves.

## Emergency Incident

You are responsible for calling the appropriate services to deal with any emergency incident that arises during your use of the hall.

Please be aware that the hall does **not** have a landline telephone installed, so you will need to have ready access to a mobile phone in order to ring the 999 or 112 emergency numbers.

On discovering a fire:

- Raise the alarm immediately;
- If you feel confident and **only** if it is safe to do so try to put out the fire using the either foam or water fire extinguisher, or fire blanket provided;
- Evacuate the premises via the emergency exit doors;
- Get everyone to gather at the designated fire assembly point (the car park entrance);
- Call 999 and ask for the Fire Service to attend;
- Firmly shut all doors when the last person is out;
- Inform our Bookings Clerk on 07562 310676, or if unavailable, the Hall Chairman on 07867 692616;
- Try to account for all your attendees in order to advise the emergency services of any potential missing persons.

## On Departure

Please leave the hall, kitchen, toilets and entrance foyer as you found them. We would ask that you:

- Fold and place the tables on their storage trolleys and stack the chairs in piles of six and return them to the front of the stage;
- Ensure that all floors are clean and un-marked (sweeping brushes etc may be found in the cupboard in the gents Toilet);
- Remove waste and place it in the recycling bins located outside and to the left of the main entrance as you leave, or take it with you;
- Ensure that any glasses, cups, place settings and cutlery that have been used have been washed, dried and returned to their storage cupboards;

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- Ensure any kitchen equipment that has been used is switched-off;
- Leave the broadband Wi-Fi on;
- Close all windows and internal doors;
- Switch-off all lights;
- Pull the main entrance door shut behind you and check that it has properly closed;
- Report any damage or issues arising to our Bookings Clerk as soon as practicable.

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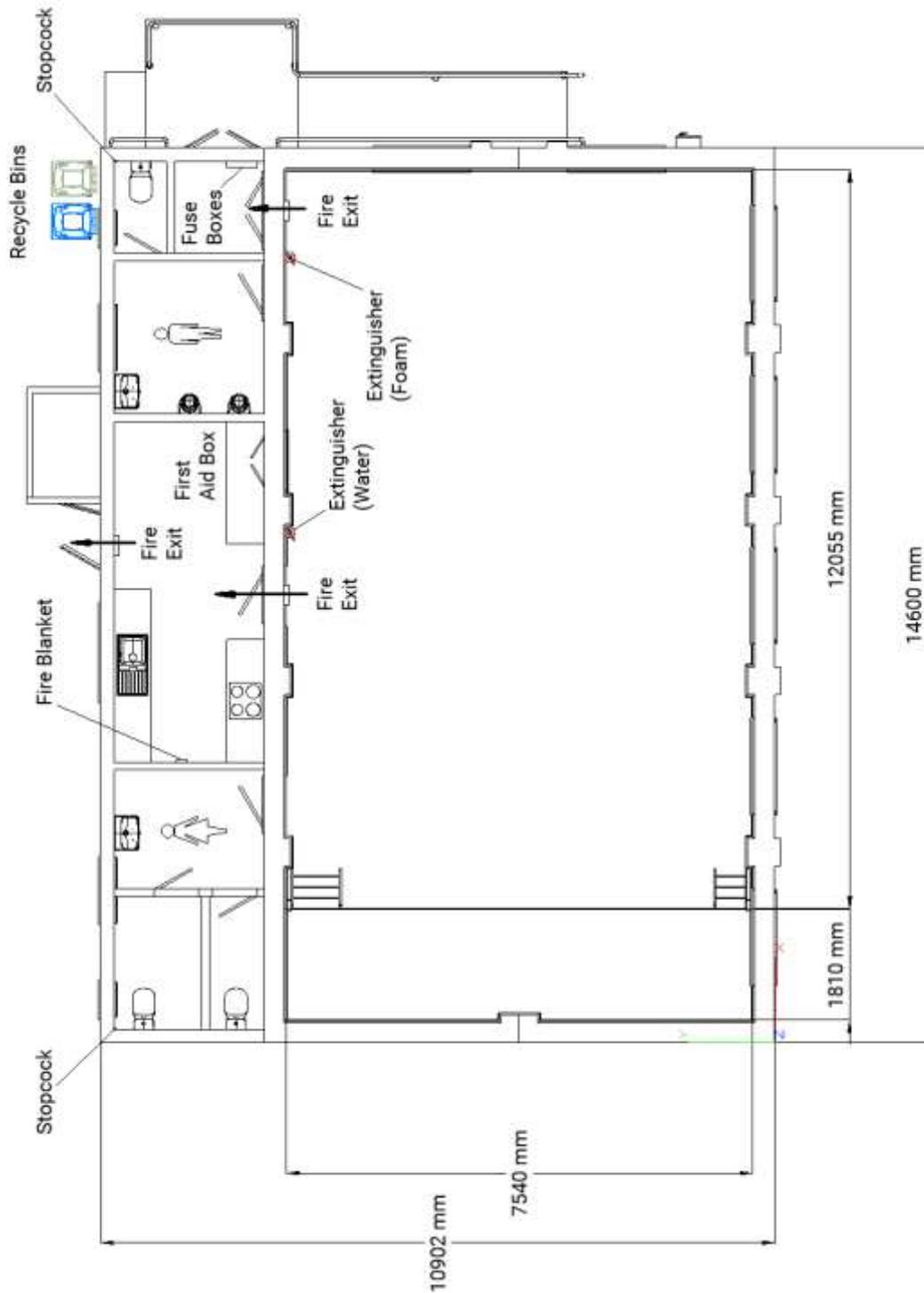


Figure 1 – Hall Dimensions & Locations of Emergency Equipment & Fire Exits Etc.

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Figure 3 – Examples of Various Table & Seat Layouts



Figure 4 – Typical Table & Seating Arrangement For 60 People