

OFFENHAM VILLAGE HALL

INSTRUCTIONS & BOOKING GUIDE FOR ALL USERS.

We are in unusual times, and we all have the responsibility to keep the hall COVID19 secure.

The emphasis when using the hall must be on keeping it clean & tidy & safe and the person booking the hall is legally responsible for looking after the hall.

Important Notes

As a condition of our **PREMISES LICENCE** and consideration of our neighbours we ask that any noise is kept to a minimum when entering and leaving the hall, carpark, and surrounding area.

!!!! You are not allowed to sell Alcohol in the Village Hall premises or Carpark!!!!

Entering / Opening the Hall

The key supplied is for the **kitchen door** and the **cleaning cupboard** in the Main Hall.

During these **covid times** it is recommended that **only** the key holder goes into the kitchen and then opens the main door or the side door to the terrace. The kitchen door entrance is not to be used as main source of entry.

A Hand sanitising dispenser is situated under the noticeboard. We recommend that social distancing is kept in place where possible.

Encourage everyone to sanitise their hands, dispensers are situated in the foyer and around the hall.

Do not loiter in the foyer.

The kitchen light switch is to the right of the door.

Light switches for the main hall, foyer and outside lights are to the right in the corridor that leads to the foyer.

Lights for the toilets are on Passive Infrared Sensors (PIR) and will automatically turn on and off.

The wall lights in the main hall and ceiling lights in the bar extension area are both dimmable.

Unlocking and Locking the Outside doors.

Front Main Doors

On the right-hand side of the crash bar is a square box. On the side of the box is a flat headed screw.

A screwdriver is velcroed to the door.

Push the crash bar down then turn the screw clockwise, this will lock the crash bar down.

The door can now be opened freely from the inside and outside.

To lock the door, turn the screw anti clockwise this will then release the crash bar.

Instructions are also on the door. These are **FIRE DOORS** and should not be propped open.

Remember to lock these doors before you leave

The Side doors in the main hall.

On the left door crash bar is a Red Lever.

Push the crash bar down, then press the red lever down and release the crash bar.

The crash bar will then stay down, and the door can be opened freely from the inside and outside.

To lock the door, push the crash bar down slightly and pull the Red lever back. This will then lock the door.

Remember to lock these doors before you leave

Heating

If the heating is not pre-set for your booking turn the heating on via the override switch in the kitchen next to the boiler. Press once for ½ hr, twice for 1hr and three times for 2hrs.

The heaters in the main hall will take approx. 10 mins to start working from cold.

The thermostat in the hall controls the heating in the main hall only, leaving the toilets, foyer and kitchen to work separately. Please do not adjust the setting.

Fuse Boxes.

Should the fuse trip there are two fuse boxes one is in the Back room and one in the Kitchen.

Main Interior Hall Doors

The left-hand door to the main hall has flip locks top & bottom and maybe locked. You can release these locks if you wish. These doors are also **FIRE DOORS** and should be closed when the hall is **not** use.

Lighting

The hall must never be used in complete darkness, either the main lights, wall lights or both should be on for your safety. The **WALL LIGHTS** and **BAR AREA LIGHTS** are dimmable.

Toilets

For small events and until further notice only the disabled / baby changing toilet should be used.

If you use any other toilet, you must clean them after your booking.

Only one person should use the toilets at any one time except if you are accompanying a child or a disabled person who requires help. Wearing a mask is recommended.

When going into the toilets change the sign on the door to **OCUPIED** and on leaving to **VACANT**.

Washing and new drying equipment is installed in all the toilets.

Wipe down areas of the toilets that have touched with wet wipes provided and discard in the in the bin provided.

Tables and chairs are stored in the back room.

Please use the Chair trolley to move the chairs. Do Not Scrape chairs across the floor. Detailed storage and safety instructions for tables and chairs are on the Notice board. For everyone's safety please stack the chairs 7 high, and the green tables in 3 equal stacks according to the instructions on the wall notices.

A short video can be viewed at https://offenhamvillagehall.org.uk/aiovg_videos/storage-of-equipment/
[Please sanitise before use.](#)

Sound System, DVD & Projector & Wi Fi & Stage lights

You are welcome to use the equipment in the media cupboard and the door should be locked after use.

After using the equipment, please turn the switches off.

If you require the projector, sound system or lights we can give you instructions on using the equipment.

Before turning the projector off please make sure it is shut down as per instructions in the cupboard.

Please turn all microphones off when not used.

There is free Wi Fi in the Village Hall. Please do not turn off the router in the media cupboard.

Please treat our equipment with respect it is expensive to replace.

The Bar

If you have booked the Village Hall Bar last orders will be arranged at the start of the booking.

If a bar is booked you are responsible for cleaning the floors with a disinfected wet mopping to help remove the smell of alcohol and clean up spillages.

The bar staff are responsible for the bar & glasses only. You may be given plastic glasses when the bar is closing so all glasses can be washed before the bar staff leave.

Surface Cleaning of the hall can be arranged at an extra cost of £15 please ask for details.

Bouncy Castles And Similar Equipment

Offenham Village Hall does not have insurance to cover the use of bouncy castles and similar equipment.

If you use such equipment you do so at your own risk. Please either make sure the equipment hirers insurance covers you or we advise you to take out your own public liability insurance.

There is an addition charge for using a Bouncy Castle.

Please make sure when blowing bouncy castles up it does not knock the projector.

General Notes

The hirer or a designated responsible adult must be present throughout the entire booking and are responsible for the hall, cleaning and their guests. The booking form must be signed by the hirer and therefore agree to the conditions of hire. All regular hirers must fill out a signed booking form agreeing to the terms of hire every year.

All private bookings must be accompanied with a £20 holding cheque.

Smoking is not allowed on the premises; this includes e smoking.

Alcohol cannot be sold in the hall except from the village hall bar by the Village Hall Bar Staff

At the end of the booking the hall must be left in a clean and tidy condition and made ready for the next booking.

This applies to all bookings.

The hall must be vacuumed, swept or cleaned (as appropriate)

All spillages must be cleaned up and dealt with to comply with health and safety.

If the booking is for a **large event** the main floor, toilet floors and kitchen must be mopped and made ready for the next booking. This is not optional but mandatory. All touchable surfaces must be cleaned.

Do not attach notices, posters or decorations etc to the walls, doors or paint work using cello tape, blue tack, drawing pins, staples or nails. Please use 'command strips' instead.

Do not use candles/tea lights or naked flames. You can buy battery operated equivalents.

Do not place obstacles in front of the fire exits.

The hirer must make sure all lights are turned off and all windows and doors firmly closed and locked before leaving the hall. Please make sure the Large car park light is also switched off when you leave.

If you have used the kitchen, please make sure the fridges and freezers are emptied and the wall kettle, cooker and taps are turned off. Also, all surfaces are cleaned down.

All rubbish must be completely removed from the hall & car park. Do not leave rubbish outside.

All Damages will be paid for by the hirer. Please report any breakages.

If you leave the hall in an uncleaned condition, you will be charged an automatic minimum £20 towards cleaning.

If you find the hall in a uncleaned condition please report it and if possible take photos and email them to

bookings@offenhamvillagehall.org.uk. The last users to use the hall will then be charged a minimum £20.

We Have Updated Our Covid19 Instructions And Use Of Our Hall
THE INSTRUCTION IS IF YOU USE OR TOUCH IT YOU MUST CLEAN IT
PLEASE KEEP YOURSELVES SAFE AND OUR HALL SAFE THANK YOU

**WE ARE NOW HAVING TO LEARN TO LIVE WITH CORONA VIRUS AND THIS MEANS WE ALL HAVE A RESPONSIBILITY
IN KEEP THE HALL CLEAN AND SAFE.**

WITH VIRUS CASES AT A HIGH LEVEL, WE STILL NEED YOU TO:

Encourage everyone entering the hall to scan the NHS app on the front door.

Keep a record of everyone who attends your class / function for 3 weeks after your booking.

Enter the hall from the Terrace when possible.

Encourage everyone attending to sanitise their hands on entering and leaving the hall.

Sweep or vacuum and clean the floor after your booking depending on level of use.

For small bookings a minimal of a vacuum or sweep is required. For exercise classes sanitising is required.

Only use disabled / baby changing toilet where possible to save you having to clean them.

Keep the hall ventilated when possible.

Wearing of face coverings is advisable in toilets, kitchens and corridors.

Keep to social distancing where possible.

You must take all rubbish away from the hall.

Do not enter the hall if showing signs of Covid19.

Also please inform and encourage those attending to abide by the halls' and government instructions.

Check and empty all bins after your booking and you must take all rubbish away from the hall

All bins have bin liners and must be replaced for the next users.

It is your responsibility to clean or sanitise any area that requires it before, during and after your booking and ready for the next users. ie Clean all touch areas with sanitising cleaners and spray all tables and chairs used with sanitisers and cleaners provided. Please clean any liquid spillages immediately.

If you leave the hall in an uncleaned condition, you will be charged an automatic minimum £20 towards cleaning.

If you find the hall in a uncleaned condition please report it and if possible take photos and email them to bookings@offenhamvillagehall.org.uk. The last users to use the hall will then be charged a minimum £20.