

OFFENHAM VILLAGE HALL INSTRUCTIONS & USERS GUIDE 21 December 2021

Please read these Instructions and User Guide before using the hall.

If you are a regular user, read section 1 to refresh yourself on these new Instructions and then the section that concerns your booking.

Some Covid19 / coronavirus Rules remain in place for the foreseeable future. These are mainly relating to cleaning.

These booking conditions are to be used in conjunction with our COVID19 guidelines

SECTION ONE

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, car park and surrounding area.

Entering / Opening the Hall

The key supplied is for opening the kitchen door, the cleaning cupboard in the Main Hall and Media Cupboard
The kitchen light switch is to the right of the door.

A hand sanitiser dispenser is situated under the notice board please use it. **Encourage** everyone attending to sanitise their hands, dispensers are situated on the wall by the gent's toilet and before entering the main hall, two more dispensers by the bar and the Fire exit.

The kitchen door is not to be used as main source of entry, please use the main doors.

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 area are both dimmable.

Unlocking and locking the Outside doors.

Front Main Doors

Instructions are also attached to the doors.

To allow the door to open freely from the outside locate the flat headed screw on the inside edge of the opening door. Then PUSH the CRASH BAR down and with the screwdriver, which is velcroed to the door frame, turn the flat headed screw until the CRASH BAR is in the locked position.

To lock the door, turn the screw anti clockwise this will then release the Crash Bar.

Please be aware these are **FIRE DOORS** and should **NOT** be propped open.

Remember to lock these doors before you leave the hall.

The Fire Exit / Wheelchair Access / Side doors in the main hall.

On the large push the crash bar down to open, to door can be open fully and can stay open until closed.

The smaller door can be fully opened and remain open by using the flip locks on the door frame. Please remember to lock them after your booking. If both doors are closed, you cannot re-enter the hall from the outside but you will have to go through the front door. Do not block the doors.

Wall Kettle / Heater

For making hot refreshments use the wall kettle in the kitchen.

It gets very hot so be careful and remember to switch it off before you leave.

Toilets

It is recommended that only one person is allowed in the toilets at any one time except if you are accompanying a child or a disabled person who requires help.

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

Encourage washing hands with water and soap from the dispenser and dry them with the paper towels or use the new electric hand dryers.

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

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.

Heating

If the heating is not pre-set for your booking use the override switch in the kitchen next to the boiler.

Press once for ½ hr, twice for 1hr and three times for 2hrs. for a longer booking repeat.

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.

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 from the foyer has flip locks top & bottom and maybe locked. You can release these locks if you wish. These doors are also **FIRE DOORS** and should not be propped open when the hall is in use. You can use the door fire door opening retainers to keep the doors open.

Lighting

The hall must not 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.

Tables and chairs are stored in the back room.

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

A short video can be viewed at https://offenhamvillagehall.org.uk/aiovg_videos/storage-of-equipment/

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.

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

Please turn all microphones off correctly to save the batteries.

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

The stage lights are on the right of the media cupboard. Each light is worked separately.

There is free Wi Fi in the Village Hall. Passwords are on the Please do not turn off the router in the media cupboard. Wireless network name BTB-N7CGQ3 Password hr4MeH4Emp4NMe

The Bar

If you have booked the Village Hall Bar last orders will be agreed with the person booking the bar. If a bar is booked, you must mop and clean the floors of the hall to help remove the smell of alcohol and spillages. The bar staff are responsible for the bar & glasses only. You may be offered plastic glasses after the bar is shut to allow glass to be cleaned before the bar staff leave.

Bouncy Castles And Similar Equipment

For your protection Offenham Village Hall Management Committee has taken out public liability insurance for hirers but this does not cover the hirer for neglect of duty of care or if inappropriately used. The hirer is responsible for correct use of the equipment and how it is used and will be legally responsible in the event of an incident on the equipment.

Please make sure the bouncy castle doesn't touch the projector when it is being blown up

Section Two

Exercise classes

It is recommended that you allow at least 10 mins either side of your booking to clean the hall.

Before your students arrive, it is your responsibility to clean and sanitise the floor areas you are using with the spray sanitiser fluid and Mop and Micro Fibre cloth provided.

Wipe down all touchable areas ie handles, door plates, toilet areas.

It is your responsibility to clean or sanitise any other area that requires it during your before, during and after your booking. Please clean any liquid spillages immediately.

When your class has finished sweep or vacuum the floor if it is required ie Mud, dirt or mess

The floor area used must then be sanitised again with the spray sanitiser fluid before the next users arrive.

If the floor requires cleaning (wet washing) please use the correct cleaning products from the cleaning cupboard and use the stated dilution rates. All products and equipment are clearly marked.

Empty all bins after your booking and you must take all rubbish away from the hall and carpark.

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

Please take the Micro Fibre cloth away with you and wash and reuse them at your next booking

Toilets

If the toilets are used It is recommended that only the mixed use (disabled)toilet is used leaving you only one to clean.

See section one for more detail

Section 3

Meetings

It is recommended that you allow at least 10 mins either side of your booking to clean / sanitise the hall. **It is your responsibility to clean or sanitise any other area that requires it during your before, during and after your booking and ready for the next users. ie Tables, chairs, handles, door plates and toilet areas.** When your meeting has finished sweep or vacuum the floor if it is required ie Mud, dirt or mess. **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**

Play groups

You have been given and agreed verbally instructions about what is required of you. Doing more than the guidelines is welcome to keep your families and everyone safe. It is recommended that you allow at least 10 mins either side of your booking to clean the hall. Before those attending arrive you must sanitise the floor areas you are using with the spray sanitiser fluid supplied and wipe it down with the Mop and Micro Fibre cloth provided as agreed.

Wipe down all touchable areas ie handles, door plates, toilet areas.

It is your responsibility to clean or sanitise any other area that requires it during your before, during and after your booking. Please clean any liquid spillages immediately.

When your class has finished sweep or vacuum the floor as a minimum ie Mud, dirt or mess

If the floor requires cleaning (wet washing) please use the correct cleaning products from the cleaning cupboard and use the stated dilution rates. All products and equipment are clearly marked.

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

Please take the Micro Fibre cloth away with you and wash and reuse them at your next booking

PUBLIC FUNCTIONS, DANCES, DISCOS, AND OTHER ENTERTAINMENT BOOKINGS.

If hiring the hall for a public function all hiring conditions apply with extra conditions and responsibilities.

Someone must oversee the event and there must be 3 people to help supervise the event.

You must be aware of the fire regulations and emergency procedures of the hall.

You must always have some light on for the safety of your members and guests.

The wall / uplighters must be on at least dim when main lights are not being used.

The front door must be closed but **not** locked at discos, dances and parties.

All doors & windows must be closed by 11pm (This is a condition of the premises licence and must be adhered to.)

General Notes

The hirer or a designated responsible adult must be present throughout the entire booking and are responsible for the hall 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 fee.

All music must cease by 11.45pm (unless special permission is given by the management committee)

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

No alcohol can be sold in the hall except from the village hall bar by the Village Hall Bar Staff

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 of.

This will protect the paintwork from expensive redecoration.

Candles/tea lights or naked flames are not permitted. You must use battery operated equivalents.

Do not place obstacles in front of the fire exits. Do not take chairs outside.

Do Not Scrape Or Pull chairs across the floor use the chair trolley

After Your Booking

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 or swept (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 floor must be mopped and made ready for the next booking. **This is not optional but mandatory.**

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 used the kitchen 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.