

HOW TO USE THE HALL, INSTRUCTIONS & USERS GUIDE 25 August 2025

Please read these Instructions and User Guide & The Terms and Conditions before using OUR Hall
They are for your guidance to the safe usage of the hall and protect your deposit

WE WILL ASSUME YOU HAVE READ THESE INSTRUCTIONS & GUIDE

IMPORTANT NOTICE

IT IS AGAINST THE LAW TO SMOKE or E SMOKE IN THE VILLAGE HALL

YOU CANNOT SELL ALCOHOL IN OR ON THE VILLAGE HALL PREMISES Or CAR PARK AT ANYTIME AND ANY EVENT

As a condition of our **PREMISES LICENCE** and the consideration of our neighbours please make sure any noise is kept to a minimum when entering and leaving the hall, car park and surrounding area especially during the evening.

Safeguarding

Other than The Village Hall Committee & Trustees no one is allowed in the Hall at any time outside their booking times unless prior permission is given every time by the booking secretary on 07519033287 or booking@offenhamsvillage.org.uk or 07986 255739 or contact@offenhamsvillagehall.org.uk.

If someone is using the hall you cannot go in without their permission.

This is for safeguarding the users of the hall and to avoid any unnecessary conflict or embarrassment.

Please give plenty of notice so we can contact any user who may be using the hall. Please read our safeguarding policy.

Keys

Keys can be collected & returned to Offenhams Shop & Post Office during their business hours

Keys must be returned To Offenhams Shop & Post Office during their business hours.

For regular users only there is a key lock at the hall. The key code is changed regularly and is available from 07986255739

Please put the keys back in the key lock and mix the tumblers up.

Entering / Opening the Hall

One key is for opening the kitchen door, and the other is for the Cleaning Cupboard and Media Cupboard.

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

A hand sanitiser dispenser is situated under the notice board.

The kitchen door is not to be used as main point of entry for large or public events, please use the main doors.

This does not apply to small private events such as classes and workshops for safeguarding reasons

All Light switches 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 up & downlighters in the main hall and ceiling lights in the bar area are both dimmable.

The outside lights by the kitchen door are PIRs and will go on and off by themselves after a few minutes.

Unlocking and locking the Outside doors.

Front Main Doors Instructions are attached to the doors and notice board in the foyer.

To Unlock the door and to allow the door to open both ways **PUSH THE CRASH DOWN** and using a screwdriver turn the flat headed screw on the inside edge of the opening door clockwise into the locked position (6 o'clock) and then release the crash bar.

To Lock the door Press crash bar down and turn the screw anti clockwise into the released position (12 o'clock).

Double check the door is locked before leaving.

This is a **FIRE DOOR** and should **NOT** be propped open especially in windy weather as it could damage the door and frame.

The door is also a noise barrier for the interior & exterior to protect the neighbours.

It also acts as a heat barrier in cold weather.

The Fire Exit / Wheelchair Access / Side door to the terrace.

On the large door push the crash bar down and when the door is fully opened the door remains open until closed.

The smaller door can be fully opened by using the flip locks on the door frame. Please remember to unflip them when locking up.

When the doors are closed, you will have to re-enter the hall through the front door unless someone lets you in.

Do not block the doors at any time as it is a **Fire Exit**, noise & heat barrier.

Toilets

All toilets have hot water, hand soap dispensers, paper towels dispensers and electric hand dryers.

The Ladies & Gents and Accessible toilets have sanitary bins.

The Accessible toilet includes a baby changing facility which includes a yellow nappy waste bin.

Empty rubbish bins (**Not the Yellow Bin**) after your booking and take all rubbish away from the hall.

Replacement bin bags are kept in the cleaning cupboard, kitchen drawer or users cleaning kit box in the kitchen.

For small events it is recommended you only use the Accessible toilet to reduce cleaning duties.

Main Grey Interior Hall Doors

These doors are **FIRE DOORS** and have automatic closers installed on the bottom of the door. These will automatically close when the fire alarm is activated or loud music played. As a FIRE PRECAUTION they must be closed when leaving the hall.

Kitchen

There is a range of cups & saucers, mugs, plates and dishes kept in the kitchen and a large set of cutlery available on request.

The kitchen has an oven, hob, fridges, freezer and wall kettle for making hot refreshments.

Switch the water heater on at the wall and make sure the switch on the water heater is on and shows green not red.

Check the instructions on the noticeboard.

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

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

Heating

A New Infra-Red Heating has been installed and will be remotely put on for your booking if needed.

When it reaches the programmed temperature, it will automatically turn off and back on when the temperature drops.

It will automatically switch off at 9.30pm unless you override it by turning on.

If it is not set for your booking, you can turn it on / off via the white control boxes situated on the walls.

Fuse Boxes.

There are two fuse boxes one is in the Back room and one in the Kitchen. If there is no power check these out.

Lighting

The hall must not be used in complete darkness, either the main lights, wall lights or both must be on for everyone's safety.

The Hall **WALL LIGHTS** and **BAR AREA CEILING LIGHTS** are dimmable.

Check you have turned them off before leaving.

Please make sure the main car park light is switch off. All switches to be in the off position.

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 safety reasons stack the chairs **8 high**

The oblong tables are stored flat and round tables stored against the wall.

Spare green tables in 2 equal stacks in the back of the hall.

Please note their location and return them to the same position.

If using the new red chairs stored on the trolley read the instructions on storage.

Please put the chairs & trolley back in the hall.

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

This equipment is in the media cupboard to the right of the stage and the door should be locked after use.

After using the equipment, please turn the switches off and put the remotes away in their correct locations

Do not turn off the broadband router, the heating control unit or the air purifier. They are covered with tape.

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

ie Turn the projector itself off with the remote, when the projector light stops flashing turn off at the switch in the cupboard.

There is an electric projector screen with a remote.

Turn all microphones off to save the batteries and leave all cables & adaptors

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

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

There is free Wi Fi in the Village Hall.

Passwords are on the notice board. Wireless network name OffenhamsVH Password 88s86s4r.

Please do not turn off the router in the media cupboard

The Bar

Last orders will be agreed with the person booking the bar.

If a bar is booked, you must sweep and **mop** the floors of the hall after your booking to remove spills and odours in the hall.

The bar staff are only responsible for the bar & glasses only. You may be offered plastic glasses after the bar is shut to allow glasses to be cleaned before the bar staff leave. You can pay extra for a surface clean see booking form.

Bouncy Castles and Similar Equipment

Offenhams 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 is legally responsible in the event of an incident.

Make sure you have a safety certificate from your supplier and a copy of their public liability insurance.

Please make sure the bouncy castle is not placed under or touching the projector when it is being blown up or in use.

If the projector is damaged you will be liable to a minimum £1,700 fee for a replacement projector.

Exercise classes

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

Before your class arrives, it is recommended you clean and sanitise the floor areas with the Micro Fibre Mop provided.

When your class has finished sweep or vacuum the floor.

Meetings

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

We recommend you clean or sanitise any areas you use before, during and after your booking.

Please clean any liquid spillages immediately. Cleaning and sanitising materials are supplied

When your group has finished sweep or vacuum the floor is a minimum ie Mud, dirt or mess, carpet

If the floor requires cleaning (wet washing) please follow the instructions in the cleaning cupboard using the correct cleaning products 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 user.

PUBLIC FUNCTIONS, DANCES, DISCOS, AND OTHER ENTERTAINMENT BOOKINGS & PRIVATE PARTIES

If hiring the hall for any of the above functions 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 electric light on for the safety of your members or 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. Do Not prop open.

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

The Hall must be cleaned after your booking. See cleaning notes in cupboard.

General Notes & Reminders

The hirer must be present throughout the entire booking and is responsible for the hall and their guests.

The booking form must be signed by the hirer and therefore automatically agrees to the terms & 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 £75 deposit.

If the booking is cancelled this is not refundable.

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

You must leave the hall by 12.30 am

Smoking or e smoking is not allowed on the premises.

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.

Only use the wall notice boards with drawing pins 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 on to the recreation ground or leave on the terrace when raining.

Do Not Scrape or Pull chairs across the floor, use the chair trolley

After Your Booking

At the end of your 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) **Please read the cleaning instructions.**

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 wet mopped and made ready for the next booking. **This is not optional but mandatory. You can pay to the for cleaning please see booking form.**

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, 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 and taken away. 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 an uncleaned condition please report it and if possible take photos and email them to

bookings@offenhamsvillagehall.org.uk & contact@offenhamsvillagehall.org.uk

The last users of the hall will then be charged a minimum £20 and lose their deposit.

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