

INDUCTION

Thank you for hiring Newick Village Hall. The Management Committee want your event to be successful, however should there be a problem with the fabric or fittings within the building, then this could impact your hire and be inconvenient. To avoid this happening, we require you to understand the following and what to do in the event of a malfunction.

ENTERING THE BUILDING - Via the green door up the stairs into the Lower Committee room.

The light switches for the small committee room are behind the door on entry. There are two toilets located in this room and stairs leading up to a first floor committee room behind the door on the left. A key for the control of the disabled access doors at the front of the premises will be issued – the Hall Representative will demonstrate their use.

On crossing the stage wings, located on the wall on the left as you cross, are the light switches for the main hall and stage – the hall representative will demonstrate how to use these.

MAIN HALL – No posters, notices, etc are allowed on the walls or doors. If you require celebration decorations please discuss this with the Hall Representative.

MAIN HALL – Please take care of the floor surface as follows

- ◆ Any equipment brought into the hall must have appropriate padding to stop scratching;
- ◆ Tables and chairs must be lifted not dragged;
- ◆ Spillages (drinks and water) must be cleaned up as quickly as possible;
- ◆ Any abrasive material such as glass and grit must be removed immediately;
- ◆ Adhesive tape must not be stuck to the floor; and
- ◆ At the end of the hire the floor must be swept using a microfibre broom from the store room

KITCHEN - Fridge – Ensure you store food at the correct temperature (see recommended temperatures at paragraph 11 of the full Conditions of Hire). Instructions on the use of the fridge are on the door

KITCHEN - Hygiene – Ensure you leave the kitchen clean and tidy for the next user. Ensure all surfaces are cleaned with cleaning agent. Please bring your own washing up cloths / brushes and tea towels.

KITCHEN – Hot water, oven, water urn and extractor fan plus dishwasher - the Hall Representative will explain operation (manuals are in the cupboard above the sink)

BAR – the hall representative will explain the operation of the chiller and glass washer.

STORE ROOM – as well as the rectangle tables you will find various pieces of equipment for cleaning the hall.

STOP COCK – this is located in the first floor Committee Room almost under the window and labelled Stop Cock

MAIN DOORS – The automatic access disabled doors must be switched off and manually locked and bolted at the end of the hire. If your event is due to be attended by more than 50 people these doors must be unlocked and used as the entrance to the hall during your event.



FUSE BOXES – should a fuse blow you need to reset the trip switch. There are a number of consumer units in the hall (located in the first floor committee room, the stage, bar and chair store). There is a document in the right hand wall cupboard above the sink in the kitchen which advises what circuit is linked to each consumer unit. Instruction will be given

TABLES – be aware of where the two different sets of tables are stored. At the end of the event please ensure these are cleaned before restacking.

FIRE – be aware of fire exits, location of extinguishers and evacuation process – see map below.

BREAKAGES – please report any breakages to the Hall Representative (newickvillagehall@hotmail.co.uk).

CEILING AIR VENTS – **DO NOT** open or close the air vents.

FIRST AID - the First Aid box is located on the window ledge above the sink in the **KITCHEN**. The accident book is located on the kitchen lobby notice board. In the event of an accident, please complete the Accident Book and notify the Hall Representative. They will then inform the Hall Trustees.

CAR PARK – please leave clean and tidy.

INSURANCE – YOU MUST HAVE PUBLIC LIABILITY INSURANCE IF YOUR EVENT IS OPEN TO THE PUBLIC

LEAVING THE BUILDING

- Ensure that the building is left clean, sweep the floor and remove any rubbish
- **Please take all rubbish away with you. There are no bins for recycling / food waste**
- Check all windows and exits are secure
- Turn off all lights

Security lighting to the rear of the hall and by the key entrance. The main outside lights are controlled by a single switch that is in the lobby by the kitchen to the side of the double doors. For normal operation switching this switch “on” puts the lights ON and switching it “off” puts them OFF. When you leave the hall during darkness there is a timer facility that allows the outside lights in the car park to remain on for a period of time about 10 minutes. With the lights ON, to activate the timer, simply toggle the switch OFF-ON-OFF within a few seconds, and the lights will be in automatic switch-off mode. The Hall Representative will demonstrate this function.

Any problems - please telephone **Tony Bailey on 07970 555593** or **Mike Berry (Treasurer) on 07530 139818**

I confirm that I have been given full briefing on the use/processes listed above and understand what to do should there be a failure/problem.

I confirm that there are sufficient public liability insurance provisions in place if a “public” event

I confirm I understand the instruction given.

Name

Date..... On behalf of.....

Hall Map

Newick Village Hall

Muster Point at footpath corner

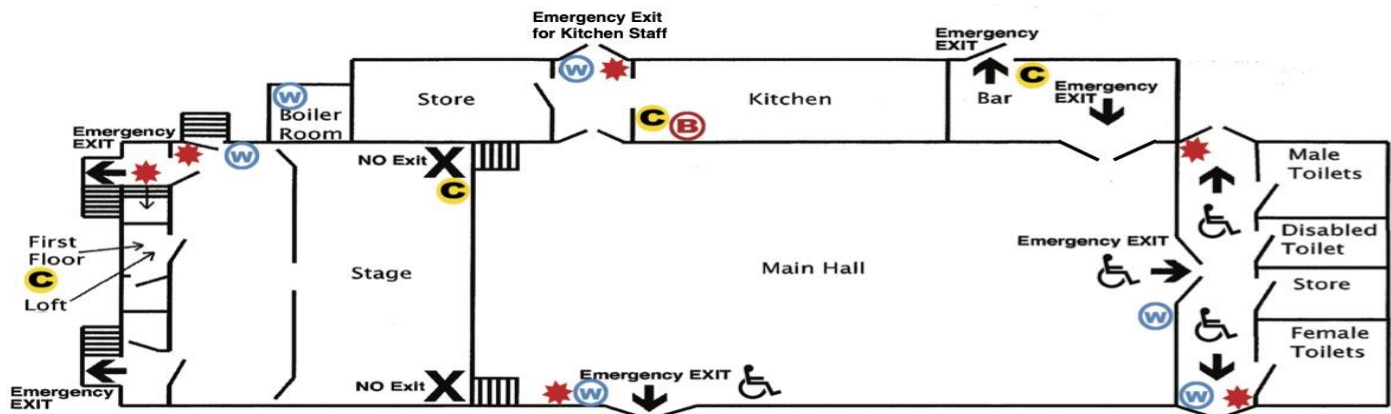


Diagram Key

- B Fire Blanket
- W Water Extinguisher
- C CO2 Extinguisher
- ★ Alarm Call Point

Emergency Escape Plan

Hall Hire Exit Checklist

- Check the main toilets in the foyer (ladies, disabled and gents)
 - all taps are off
 - windows shut
 - lights off
- Switch off light in the storage room and close door (if blue chairs are used)
- Check the foyer lights are off
- Wind up window blinds if you have used them
- Check the main hall windows are all properly closed
- Switch ON all the radiators around the main hall to a setting of 5 (if you have altered them for your hire)
- Ensure you have cleaned and re-stacked any table used
- Check no-one has left anything on the stage or hall floor
- If used, Switch off light in the storage room opposite kitchen and close door
- Make sure the main hall lights are off, and the stage lights are off. Just the dim fire safety lights should be on
- Shut the doors between the lower committee room and the stage
- Check the lower committee room toilets (ladies and gents):
 - all taps are off
 - windows shut
 - lights off
- Check that the lower committee room door is fully locked when leaving