



Information for Hirers

Opening and closing the village hall

The village hall key will be available from the keysafe box by the front door. The code will have been given to you by the booking secretary. Please return the key to the box after locking up.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight only those helping to clear up the village hall should be on the premises.

Safety & Accidents

The village hall has a No Smoking Policy.

In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

All external doors can be opened from the inside without a key by means of thumb grip handles. All fire doors have push bars.

The exact location of fire exits and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests.

The hall does not have a phone so you are advised to bring a fully charged mobile telephone for use in case of emergency.

The village hall's accident book is in the foyer.

A first aid box is located by the sink in the main kitchen.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom as you found them.

Lighting & heating

Switches for the porch, entrance hall and loft lights are on the left-hand side of the entrance foyer.

Switches for the main hall and outside lights are located near the kitchen entrance to the rear of the hall. There is a dimmer switch for some of the lighting around the hall.

The **heating** is set on a timer each week to fit in with confirmed bookings. There is a thermostat near the main doors, if you must adjust the temperature during your hire please remember to re-set before you leave otherwise following bookings will be affected.

Electrical trip switches are situated in the small kitchen, above the door from the main hall and in the main kitchen over the door to the toilet for kitchen appliances.

If the electricity supply cuts off, please switch off appliances and reset the trip switch.

Do not attempt to repair any electrical installation or lighting in the hall – report the problem. Prior approval and guidance must be sought before using the **lighting and sound facilities for the stage** as you will need additional equipment which is kept in a secure location.

CAR PARKING

- Cars parked on the Plumley Village Hall car park and grounds are entirely at the owners' risk.
- No parking at anytime in front of any entrance/exit (including the main entrance) in case of emergency. Please do not block the defibrillator.
- No parking on Plumley Moor Road outside the Village Hall grounds.
- The area of field to the rear right of the hall can be used for overflow parking.
- If parking on Trouthall Lane is necessary, please be considerate to other road users and respect the access needs of the local residents.

MAIN KITCHEN

The main kitchen is equipped with glasses, cutlery & crockery and contains major facilities for use by hirers including a hot water geyser (for teas and coffees etc.).

You must bring your own tea-towels, black bin bags, cleaning products, wipes etc.

If you need specific items or quantities of items please check beforehand.

A commercial dishwasher is available for larger functions, please get instructions beforehand.

SMALL KITCHEN

The small kitchen contains facilities for use by hirers including a microwave & kettle.

There is a small fridge & freezer; please let us know beforehand if you want to use these as they are generally left switched off.

STOP TAP

The cold water stop tap is located in the cupboards underneath the sink unit in the small kitchen.

PIANO

Please leave the piano beside the stage. If moved, please take care not to damage the floor. If you require the piano tuning please discuss at the time of your booking.

Before You Leave

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents

Please leave the village hall clean and tidy. Take your waste home or put clean loose recyclable waste in the grey recycling bin & general waste in SEALED. Black bin bags in the General Waste bin (black lid) if necessary.

In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard.

Please sweep the floor, brushes can be found in cleaning cupboard adjacent to the store room door. If there are any spillages they should be wiped up using a damp cloth; **please do not use a wet mop on the wooden floor.**

Turn off all lights including outside lights. NB: car park security lights are automatic and timed so there is no need to turn them off.

Make sure all outside doors are locked when you leave.

Faults/damage/comments

Please report any faults or damage to the Booking Secretary as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the village hall.