

Clayhidon Village Hall Terms and conditions of Hire & Useful information

Clayhidon Village Hall Committee takes the health and safety of its users seriously. However, it remains your responsibility to take reasonable care of your own safety. The following notes are intended to enable you to use all the facilities on offer correctly and safely.

CAPACITY The hall premises licence confirms a maximum capacity of 97

CAR PARKING Car parking is provided in the Parish Hall car park. The Parish Hall Committee is not responsible for any theft from or damage to vehicles while parked. Hirers must ensure that the highway is kept clear.

FIRE SAFETY AND EMERGENCY EVACUATION All doors and emergency exits have permanently lit signs over them.

Please take a moment to note where they are. In the event of fire leaves the building immediately and go to the assembly point in the car park. Telephone the fire brigade 111 or 999 and check that all members of your party have left the building.

A fire extinguisher is located in the main hall but unless you are trained in its use or are confident that you can tackle a fire without harm to yourself it is recommended that you do not attempt to use it.

A notice of action to be taken in the event of fire is displayed in the hall

SMOKING Smoking and vaping is not permitted anywhere in the building. Please ensure the safe disposal of smoking materials.

ELECTRICAL FAILURE In the event of a power failure emergency lighting will come on. Turn off all appliances that you have switched on.

FIRST AID The first aid container is located in the kitchen on the wall above the sink and is clearly visible.

WATER SUPPLY Hot water is supplied by electrical heaters located close to the taps in the kitchen and extend to the toilets.

HEATING There are electric heaters in the main hall. The switch for these is adjacent to the bank of light switches in the kitchen. The heaters should remain unobstructed at all times.

LIGHTING Light switches for the main hall are just inside the kitchen door to the hall.

TOILETS These will be supplied with soap and paper towels together with toilet rolls. There is a disabled toilet.

HALL FLOOR after use the hall floor should be left clean, this will normally only need the use of a brush. Please clean up any spills promptly. Any broken glass should be wrapped well before being placed in the bin.

CLEANING MATERIALS Materials and equipment for cleaning the kitchen are stored in the cupboard under the sink in the kitchen.

CHAIRS AND TABLES When putting away chairs and tables please do not drag these across the floor

It is the hirer's responsibility to ensure that all lifting is done in a safe and responsible manner.

STAGE Please note that, like most stages, there is nothing to stop you falling off the front or sides of the stage and young children in particular need to be watched if they are near the stage area.

KITCHEN There is a file and guidance for kitchen appliances in a kitchen drawer, which contains the manufacturers operating instructions. The Booking Secretary will provide any additional information that you may require. Children under 12 should be supervised at all times. Towels, tea towels, sharp knives, serving utensils are provided.

If a caterer is used it is the 'hirers' responsibility to ensure that none of the Hall equipment is removed at the end of hire by

Cooker: The switch for the cooker is located by the cooker; please turn off after use. In the event of a fault there is an isolating switch clearly identified on the wall. Please ensure that all the controls are turned to off before leaving the building. The use of the cooker is one of the areas with more potential than most for risk. Before lifting hot food, trays etc out of the oven please make sure that there is no one in the immediate vicinity. Also, check that there is somewhere to put hot items down, to protect the worktops.

In case of a fire involving food being heated on the cooker hob a fire blanket is provided immediately above the sink.

Water boiler: This appliance is intended for use where many hot drinks are required. Switch on at the mains socket on the wall. Make sure tap is into vertical position. Fill with water, turn the thermostat knob to FULL to boil. Use the hot water for drinks. When no more hot water is required, switch off at the mains, carefully empty the remaining water into the sink. Two four litre Airpots are available, and these can be filled with hot water in a similar way

ACCIDENT BOOK Should anyone have an accident this should be recorded in the accident book located above the sink.

Breakages: In case of breakages please inform the Booking Secretary so that replacements can be made.

Emergency contacts: A list of emergency contacts is displayed on board in the hall.

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Wi-Fi internet code is **gigaclear**

Audio Visual Equipment

The control unit is located at the front of the main hall Full instructions are provided by the user manual placed on top of the unit

Defibrillator This is located at the front of the building by the entrance ramp

Updated September 2024