

# STORRIDGE VILLAGE HALL

## Hirers Information Sheet

PLEASE KEEP THIS AND MAKE SURE ALL USERS READ IT

Full **Terms and Conditions** are available to read or download from our website: [storridgevillagehall.com](http://storridgevillagehall.com). A **Health and Safety Policy** and **Fire Policy** are also available on website.

### How to Pay your Deposit for single event bookings

In order to confirm your booking please make a £200 BACS payment to

|               |                             |
|---------------|-----------------------------|
| Account Name: | Storrige Village Hall       |
| Sort code     | 53-81-33                    |
| Account No.   | 76852288                    |
| Reference:    | Your name and date of party |

This payment is fully refundable as long as Storrige Village Hall is found to be in the same condition as at the start of hire. If further cleaning or repair is needed, this will be deducted from the deposit. The deposit will be refunded within 15 days by the treasurer.

### Your Booking

Arrangements to give you an electronic key fob or details on how to access on will be made on the confirmation of your booking. Users must arrive no earlier than 15 minutes before their booking and leave no later than 15 minutes after the end of the booking; if you require any longer, the full time must be booked and paid for.

Your booking permits you to use the kitchen and toilet facilities in addition to the room(s) you have booked. You may only use the room(s) you have specifically booked as other hirers may have hired other rooms.

### Safety

The Hall has a No Smoking and Vaping Policy.

Prior to the admission of any those attending/visitors the Hirer shall check the following:

- That all fire exits are unlocked and panic bolts in good working order. (Ensure rear door to patio area has the lock disabled)
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open (main hall, kitchen, small meeting room plus the three doors upstairs).
- That exit signs are illuminated or luminous.
- That there is no obvious fire hazard on the premises.

The hirer must indicate to those attending/visitors the location of the emergency exits. In the event of fire, the Village Hall Fire Procedure instructions shall be followed to evacuate the Hall and inform the Fire Brigade where appropriate.

Before the Hall is occupied, be sure you know where the fire exits are and where the fire extinguishers are placed all as shown on the Fire Procedure sheet. The manner of opening push-bar Fire Doors should be made known to your visitors.

Activation of alarm systems other than in an emergency whether accidental or intentionally will incur a call out charge for re-setting of alarms of £250.

The Hall's Accident Book, COSHH regulations safety sheets and kitchen equipment instruction books are kept in the kitchen together with a First Aid box.

### **Heating**

When the Hall is not in use a base temperature is maintained. When a booking is made the heating is boosted remotely.

### **Telephone**

The Hall has no public telephone, so you are advised to bring a fully charged mobile phone for use in case of emergency.

**No furniture** (e.g., chairs/tables) may be removed from the Hall nor used externally without the express permission of the Management Committee.

### **Music and entertainment**

Music and entertainment must cease at 23.00hrs at the latest.

### **Cars**

Cars are parked at owners' risk. Users must arrive no earlier than 15 minutes before their booking and leave no later than 15 minutes after the end of the booking.

Be aware other rooms within the Hall may also be booked so please park appropriately.

### **Consideration for Others**

Please ensure those attending/visitors to leave quietly and without causing a nuisance at the close of your event.

Please leave the Hall clean and tidy.

Please wash up all cutlery and crockery, dry it and put it away.

Any food items placed in the fridge must be clearly labelled and dated. Anything not dated and labelled or out of date will be disposed of.

Any items left on the kitchen worktops will be disposed of. The surfaces are to be kept clear.

Bag and take away all rubbish. All food items must be removed from the premises.

Please ensure tabletops are wiped clean before being returned to storage.

Lighting and power points must be turned off (except fridge). Check the building is fully secured and return the key fob to the Bookings Secretary or nominated place.

Please ensure the taps are turned off fully before you leave.

**No decorations or notices** may be put up without prior permission from the Booking Secretary. Do not fix decorations near light fittings or heaters.

### **Faults/ Damage/ Comments**

Please report any faults or damage to the Booking Secretary ([svhbookings@fastmail.co.uk](mailto:svhbookings@fastmail.co.uk)) as soon as possible so that they can be rectified quickly.

### **In case of emergency**

Telephone Derek Scully (01886 833236/07842 694709) or Jackie White (07785 714034)

## Appendix 1.

# FIRE Safety Guidance and Emergency Plan for Hirers

## Safety Guidance

YOU, THE HIRER are the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Storridge Village Hall during your hire of the Village Hall.

At all times Storridge Village Hall is in use, the 'RESPONSIBLE PERSON' must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions.

**Your priority should always be to SAVE LIVES and not the building!**

### BEFORE YOUR EVENT STARTS:

Check that the Village Hall 'Fire Exit' lights are working.

Check that all Village Hall 'Fire Exit' routes are not blocked, e.g. by tables, chairs or boxes.

Check that you know where the Village Hall's Fire Extinguishers are stored, and the different uses of the water and powder fire extinguishers.

Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.

Check that no balloons or other decorations have been hung within the Village Hall so that they could fall down and obstruct a Fire Exit.

Inform all of your Attendees of the Village Hall's 'Fire Exit' routes, and the 'Assembly Point' outside the Chequers Public House, in the event of a fire or an emergency.

### DURING YOUR EVENT:

Ensure that the Village Hall's 'Fire Exit' routes do not become obstructed.

Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or an emergency

Ensure that no vehicle obstructs the Village Halls' main entrance ramp, so that wheelchair users and those with prams/buggies may be able to leave the Village Hall safely.

Ensure that emergency services vehicles have a clear access route to the Village Hall from the road.

Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g. smoking, use of candles or other naked flames).

Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

## Emergency Plan

In the Event of a Fire or some other emergency: **Take Command!**

Give loud and clear instructions.

Tell everybody to:

Immediately evacuate the building using the nearest available exit; and gather at the 'Assembly Point', i.e. in the top corner of the car park

Start the Village Hall Fire Alarm - by using the 'break glass point' located adjacent to all fire doors and landing.

Call **THE FIRE BRIGADE** by **DIALING 999** and request **FIRE**

and give this address: **STORRIDGE VILLAGE HALL WR13 5EY**

Check every Village Hall room that it is safe to enter, to ensure that everyone has left the Village Hall.

Fire extinguishers should be used to clear a safe passage to a Fire Exit.

Once outside, at the 'Assembly Point', check that everyone is accounted for.

Check that the Street and the area around the Village Hall is clear for the emergency services vehicles.

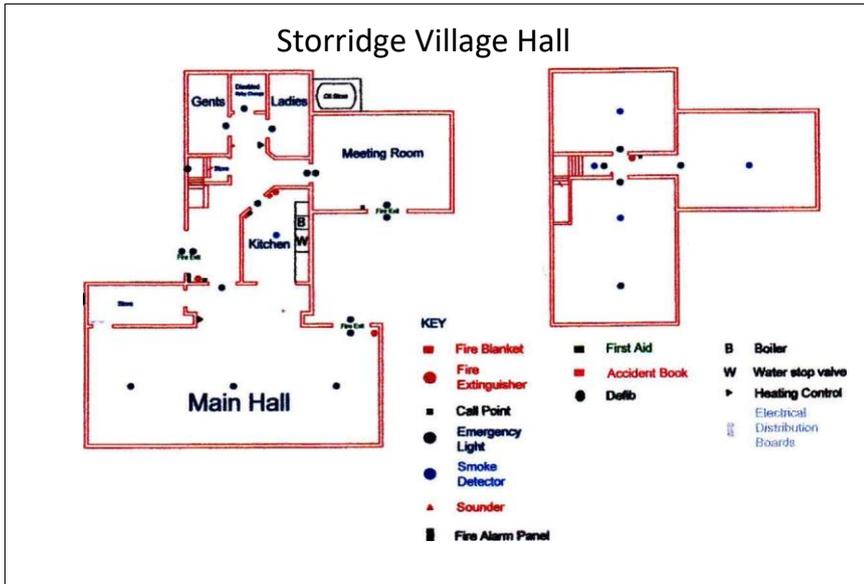
Do not allow anyone to enter the Village Hall until a fire officer tells you it is safe to enter.

Contact a member of the Storrige Village Hall Management Committee on one of the telephone numbers shown below:

**Chairman: .....Derek Scully .....01886 833236**

**Secretary: ..... Jackie White .....01886 833802**

**Bookings Secretary: ..... Liz Kabani .....01886 502031**



Adopted

Revision Date