

# Helpful Notes for Hirers

- \* Please read the following very carefully before you book the Hall and sign the Booking Conditions.
- \* Provisional Bookings: these must be followed-up with the signed Booking Form, Payment of Hiring Charges and 'Damage Deposit' within 14 days otherwise the date & time will be opened up to other Hirers.
- \* Please read again before you arrive at the Hall on the day of your hire - just to help ensure that your setting-up, use and clearing-up go as smoothly and as enjoyably as possible.

**WELCOME!** - To Northall Village Hall (NVH), where the Management Committee works hard, and takes a special pride, in providing one of the cleanest, most well equipped and best decorated halls available anywhere, for small functions and family parties.

We want you to enjoy your use of the hall, and above all, we want your stay to be safe, so please read the following carefully *before* you use the Hall.

## GENERAL SAFETY

Please ensure that you allow sufficient time to carry out a simple, common sense "*Risk Assessment*" when you first arrive at the Hall. This just involves you checking that there are no apparent hazards outside the Hall (e.g. that the shoot bolts on the gates are securely located in their sockets); no objects in the car park or on the grass which could cause an injury etc); and inside the Hall (e.g. that the fire escape routes are clear; no objects which could cause an injury, etc). If you do encounter any risks, please take appropriate remedial action and record the incident in the "*Risk Assessment*" record book located on the rear window cill in the Store Room, which is opposite the main entrance door..

The *Kitchen* is not a play area. Children must not be allowed in, unless properly supervised by an adult - for both safety and hygiene reasons.

Cleaning materials are stored in a cupboard under the sink.

A basic *First Aid Bag* is kept on the rear window cill in the Store Room. Do not remove this bag from the Hall.

Also kept in the Store Room is the "*Accident Report Book*". Please complete this in the event of an accident.

## FIRE SAFETY

The *NO SMOKING* rule inside the Hall must be observed at all times. If any of your guests smoke outside, please ensure that they do not litter the ground with their discarded butts. The butts must be deposited in the box on the brick wall overlooking the car park.

*Fire Alarms:* There is a heat sensor in the kitchen and a total of 7 smoke detectors throughout the Hall. They are all inter-linked, mains operated and with battery back-up.

The *Kitchen Door* is a fire door. It is fitted with a Dorgard which allows the door to be held open – legally & safely. Instructions on its use are given on the door. This door is also wheel chair accessible.

Ensure that both front and rear *emergency exit doors* are kept clear *at all times*.

*Fire Extinguishers:* There is one in the main hall under the notice boards. There are two in the rear vestibule, one of which is designated for use in the Kitchen.

*Fire Action Notices* are displayed in the Hall and a copy is shown on page 4.

A *Plan of the Hall with the location of fire safety equipment* is also shown on page 4.

## ARRIVING

Don't forget to bring your own *tea towels*.

Unlock the *gates* using the padlock key provided. It is important to secure the gates in the open position (*by pushing the bolts down firmly into the yellow painted sockets located in the ground*). Lock the padlock onto the gate (*a lost padlock would cost you over £80 to replace, plus the cost of new keys etc*).

*External lights* are operated automatically by an external PIR device near the main entrance door.

The *Main Entrance Door* leads directly from the car park.

When you enter the lobby, the *light switch on the left* operates the first fluorescent light in the hall. If it's dark when you arrive, this light will enable you to cross the hall safely, to where you will find the switches for the remaining hall lights - just to the right of the double doors into the rear vestibule.

*Coat hooks* are located in the Storeroom and in the Hall.

*Decorating the Hall* – If you want to hang any banners or decorations etc, PLEASE, **do not use any form of adhesive tape, drawing pins or ‘Blue Tac’** on the walls, woodwork, doors and windows.

We have provided plenty of white hooks around the Hall walls (on the level of, and between, the curtain rails), to enable decorations to be hung. For safety, please use the small set of safety steps (kept in the Storeroom), to hang your decorations.

*Kitchen – Master Switch Board* (this is located just inside the kitchen on the right-hand side above the work surface).



and is a key feature of our extended and completely refurbished kitchen – which was opened on 3<sup>rd</sup> September 2018. This helps make it as easy as possible for Kitchen users new to the Hall.

The 12 switches operate the following appliances:

- **Hot water for kitchen sinks & hygiene wash hand basin** (You may only want to use if you expect to do some hand washing-up).
- **Hot water for the wash hand basins in the toilets** (You may only want to use if you are hiring the Hall for quite a long time).
- **Ceiling Extractor Fan** (You probably won't need to use this).
- **Wall Cupboard Lights**
- **Neff Ovens (2) – slide'n'hide doors** (You will need to set the clock on the ovens – any time will suffice).
- **Neff Hob Extractor Fan** (You would only need to use this if you are using the Hob).
- **Neff Induction Hob** (Only use the stainless steel saucepans & frying pans in Drawer C).
- **Warming Cupboard** (The secondary on/off switch and thermostat is located at the base of the machine on the right).

- **Dishwasher** (This a commercial dishwasher with a super fast cycle time of 3 minutes. But it operates differently from domestic dishwashers. However, it is simple to use provided you follow the photographic Instructions in the white folder in the corner of the worktop above the machine. The Instructions are also available for download on our website [www.edlesborough-pc.gov.uk/myh](http://www.edlesborough-pc.gov.uk/myh) if you want to review them before you arrive at the Hall. If you do plan to use the dishwasher, please note that you will need to switch it on ~40 minutes before actual use to allow the water to be heated).
- **Burco Automatic Hot Water Boiler for tea & coffee etc** (Do **not** alter the on-screen controls & settings. The Burco will take about 15 minutes to heat up initially. The screen will show 'Ready' – and the Burco will then continue to maintain the water temperature at 98°C. The water refills automatically).
- **Kitchen plinth heater** (You probably won't need to use this – it's primarily intended for frost stat purposes when the outside overnight temperatures are very low).
- **Hall Electric Convector Heaters** (There are 6 of these and they should each be individually switched on, set at level 2 heating and the thermostat at the mid-way position. This should then provide a Hall temperature of about 21°C).

The following appliances are also available, but these are permanently connected to the electricity:

- Bosch Fridge/ Freezer
- Bosch Microwave Oven

A black lever arch file containing *user instructions for all the appliances* is on the worktop immediately below the microwave oven.

*Crockery & Cutlery* - if you have paid the extra charge for these, the Bookings' Secretary will give you the special tagged key for the appropriate cupboard doors in the kitchen, under the serving hatch.

*Tables and chairs* (sufficient for 60 adults, and for 28 children up to 7/8 years of age – subject to a total of 60 people) - are held in the Storeroom.

To help avoid accidents, and to prevent damage to the *tables*, they are held in special storage trolleys, which cannot be moved as they are bolted to the wall. To remove the tables from the trolley, please slacken and unhitch the safety restraining strap. Take one table at a time into the Hall, **taking great care not to damage the walls, doors and architraves.**

The first trolley holds 7 long tables, and the second trolley holds 2 long and 5 medium tables. The third trolley holds 4 children's tables, 2 Play Time tables and 1 small adult table. The second small adult table is located between the last 2 rows of chairs.

Please be just as careful when moving the *chairs* from the Storeroom into the Hall.

Please do not allow children to scuff the walls and skirting boards with the soles of their shoes.

The door through to the *Ladies' & Gents' Toilets* is located in the vestibule. Please note that the **lights come on automatically** as you enter the corridor, and switch-off automatically about 10 minutes later.

*Wheel chair accessible Toilet and baby changing facilities:* These are located directly off the vestibule. The light is operated manually by the pull-cord on the left (or, for wheel chair users, by the pad on the right). **Please ensure that the light is switched-off when leaving the toilet.**

## LEAVING

Remember, it's your responsibility to leave the Hall, car park & grounds **to the satisfaction of the Hall Committee and the next Hirer**. Accordingly, you **will** need, at least, to sweep all the floors, and to mop-up where necessary, as well as clearing and taking away all rubbish etc – including any balloon remnants, litter etc from the Grounds!

Suitable *cleaning equipment* (a 'Henry' *vacuum cleaner, brooms, dustpans, etc.*), can be found just inside the Store Room on the right).

*Crockery & Cutlery* - if you have used these please ensure that they are all thoroughly washed, dried and stored back in the cupboards in their correct locations. Broken or lost pieces will be charged at £2.00 per item. Check that you have re-locked the cupboard doors.

*Master Switch Board* **PLEASE ensure that all the switches are in the OFF position, with the orange neon lights therefore extinguished, before you leave the Hall.**

*ALL RUBBISH* (including soiled nappies etc in the baby changing room), **must** be taken away when you leave the hall (*black bin bags can be found in the cupboard under the kitchen sink*). By doing this you are helping us to keep down caretaking costs and we, in turn, are able to keep hire charges to a minimum.

Please ensure that the *Kitchen* is left in pristine condition in readiness for the next Hirer.

*Tables* At the end of your hire, please ensure that all tables are cleaned, returned to the Storeroom and carefully re-stacked in the appropriate trolley. The safety restraining straps should then be re-attached and re-tightened.

*Chairs* Similarly, please ensure that all chairs are cleaned and returned to the Storeroom and placed safely in stacks of 6 chairs. Also ensure that each stack is positioned to leave access to the tables.

Please make sure that the rear *Emergency Exit Door* (in the vestibule between the kitchen and toilets), is shut properly, and that the cabin hook is replaced on the hook on the wall.

Please go next to the top of the column on the right

Check that all the *toilet windows are shut, all the toilets have been flushed and all the taps turned-off*.

Make sure the Hall, car park and grounds are left *clean and tidy, and any litter is taken away*.

Ensure that *all lights are switched off* - including the one in the **wheel chair accessible toilet!**

Remember to lock the *Main Entrance Door!*

Close the gates and lock securely with the padlock.

Return all *keys* promptly to the blue pot (not through the letter box as the next Hirer won't be able to collect them), at Bookings Secretary's home address (within 15 minutes of the end of your booked time), as the next booking could be due to start 30 minutes after the end of your booked time.

## GENERAL

NVH is located in a residential area and we want to keep on good terms with our neighbours. Please keep noise levels down whilst in the vicinity of the hall, and in particular, when leaving the hall late at night.

Please do not use *Disco 'smoke' machines* as these will set-off the Hall smoke alarms, which cannot be turned-off.

Under the terms of our AVDC Premises Licence, *no music or occupation after midnight*, please.

Although *alcoholic beverages* can be consumed on the premises, on no account must they be offered for sale as the Hall does not have a licence for this.

The flooring throughout the hall is hard wearing. However, *stiletto heels do cause damage* by making holes in the surface. We ask anybody wearing stiletto heels to tread with care.

*Electricity* is still our single biggest cost in running NVH. We have taken all possible action to try and minimise the use of electricity – a large solar panel installation in August 2015; new replacement energy efficient windows; negotiating new supply contracts; additional loft insulation; low energy light bulbs; and the new extension, which has helped to retain heat in the Hall – and asking all Hall Users not to waste electricity.

We want your use of the Hall to be comfortable and warm, but we do need your positive help to avoid wasteful use of electricity. Please do everything you can to minimise electricity usage, including the following:

### PLEASE:

- Do NOT leave the entrance door open, when the heaters are on.
- Do NOT leave the door from the lobby into the Hall open, when the heaters are on

Please go to page 4, left-hand column

- Do NOT leave lights on unnecessarily - especially in the wheel chair accessible Toilet and in the new Storeroom.
- Do NOT switch-on the hot water unnecessarily.

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## FIRE ACTION ON DISCOVERING A FIRE

1. Immediately tell everyone
2. Attack a small fire (if possible) with the fire extinguishers provided BUT without taking any personal risk
3. Phone the Fire Brigade (999) and give the following address:
 

Northall Village Hall  
South End Lane,  
Northall  
Nr Dunstable  
Beds  
LU6 2EX
4. **EVERYONE MUST** leave the Hall by the nearest Fire Exit and assemble in the Car Park
5. Do NOT stop to collect personal belongings
6. Do NOT re-enter the Hall unless it is deemed safe to do so by the Fire Brigade

## PLAN OF HALL & LOCATION OF FIRE SAFETY EQUIPMENT



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Northall Village Trust

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