

Meadway Hall - Information for Hirers

The Village Hall keys will be available from Simon Dore (tel : 01458 445463) or Trevor Davies (tel : 01458 272877 or 07791398876) and, after locking up, must be returned to them immediately.

The hours available for the hire of the hall are:-

Monday-Thursday 8.30 am- 12.00 midnight

Friday-Saturday 8.30am-1.00am

Sunday 9.00am - 11.00pm

Events should finish at least half an hour before the afore-mentioned time, and the hall vacated on time.

Please ensure that any outside caterers and bar staff are aware of the hire period and that they will not be able to enter before and must leave by the end of that period. This includes the hiring of tables, chairs, crockery and cutlery, which must be removed from the hall premises by the end of the hiring period. Failure to comply with this will result in the hirer forfeiting a minimum of 50% of the bond

1 SETTING UP

Please use dado rail to attach decorations - do not fix to wall

Do not fix decorations near light fittings or heaters

If using balloons the hirer is responsible for ensuring any loose balloons do not become entangled in the ceiling fans - the hirer will be liable for any cost of removal, or repair to damage of fans or motors.

Should a balloon be accidentally released the fans should be turned off immediately to prevent damage to the motor.

Use trolleys provided to move tables and chairs

All fire exit doors must be unlocked when hall is in use

Fire doors are not to be wedged or propped open

All fire exits must be kept clear both inside and outside the hall

2 CLEARING UP

ALL WASTE MUST BE REMOVED & TAKEN HOME e.g. decorations, food, bar bottles etc.

Bring bin bags (and your own TEA TOWELS)

Furniture etc to be returned to where you found it - WIPED WITH A CLOTH

The village Hall to be left in a clean and tidy state i.e.:

Kitchen surfaces & appliances wiped clean, floor swept

Main Hall floor swept (use only flat mops from chair store)

Toilets are left as you would wish to find them! **PLEASE CHECK**

3 LOCKING UP & LEAVINGCHECK LIST

All external and internal doors, windows & kitchen shutters securely closed as a fire retardant measure.

All lighting and hot water switched off in the **main cupboard**

All electrical appliances turned off and unplugged

Each heater in the main hall is switched to AUTO and 1. The orange light should be shining.

4 Please remember that as the named hirer, you are responsible for the behaviour and safety of your guests, members, and the general public attending your event. In particular this means:

Taking responsible steps to prevent damage to the hall and accidents to your members or visitors

Observation of the **no smoking** policy

Keeping the front marked parking space free for Blue Badge Holders.

Directing car drivers to the rear car park to avoid parking on Ham Lane.

Ensuring that the noise level of the function does not cause interference or inconvenience to occupiers of nearby premises and their livestock.

There is an accident book and first aid box in the kitchen

Please report any faults or damage to the booking secretary as soon as possible so they can be rectified quickly and use the comments book in the kitchen to notify the caretaker.

5 Safety

Any naked flames either inside or outside the hall, e.g. candles, barbecues, pig roasts, must be approved by the hall committee before the event. **No Fireworks or Chinese Lanterns Allowed**

In the event of a fire, the hall should be evacuated using the appropriate exits, and the Fire Service called .

There is a public telephone available, situated in the foyer.

The nearest external public telephone is at the cross on the main road.

The positions of the fire exits and fire extinguishers must be noted before the hall is used