

Kenninghall Village Hall

IMPORTANT INFORMATION and INSTRUCTIONS TO HIRERS



Thankyou for hiring Kenninghall Village Hall for your event, and we hope it will be a success. Here are some things you need to be aware of when hiring the hall.

You must be aged over 18 to hire the hall, and someone aged over 18 needs to be on the premises throughout the period you are hiring it.

Opening and Closing the village hall

Prior to your event taking place, we will allocate you a code (either by email or give you a swipe card) generated by our Codelock system, which will allow you entry to the village hall via the front door. Your code will only give you access to the building for the date and time you have booked it for. You must not divulge your access code or lend your swipe card to anyone outside your organisation/club.

Please ensure that any outside caterers, contractors eg musicians / entertainers / bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone the Chairman on 07760342545 or the Bookings Clerk on 07778673658 in case of difficulty accessing the building.

All events such as dances, parties, performances involving some aspect of regulated entertainment such as the playing of music, showing of films, performances, must cease at 11 pm, unless you have received our permission to apply for, and have obtained, a Temporary Event Notice. After this time, only those helping to clear up the village hall should be on the premises. Failure to comply with this could result in forfeiture of your damages bond.

On exiting the building, please ensure that all internal doors are closed; windows are shut; all external doors are locked, and emergency exit doors are closed.

Noise and consideration for others

- 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 do not use drawing pins or Sellotape on the walls or other surfaces, use blue tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Cleaning up and rubbish

- Please leave the Village Hall clean and tidy, including cleaning the kitchen if you have used it. We ask you to ensure table tops are wiped clean before being returned to the storeroom. Kitchen cleaning equipment for hirers is located in the cupboard in the kitchen. The floorbrush etc for sweeping the main hall is located in the small store in the main hall (on the same wall as the four emergency exits).
- Please take your waste home. Empty bottles can be placed in the glass recycling containers further along School Close.

The first aid boxes are located in the kitchen (mounted on the wall), and in the entrance lobby.

The village hall's health and safety file is kept in the entrance lobby.

Power Circuits/Heating

Please let the booking secretary know if you need the village hall to be particularly warm or cold. Do not adjust individual heaters as this will result in the village hall being too cold or hot for subsequent users.

Before you leave the hall, please ensure that:

- In the kitchen - the cooker/hob/kettles/water heaters/microwaves are turned off
- Taps in kitchen and toilets are turned off
- All switch operated lights are turned off. (Note that the lights in the entrance lobby, corridor, toilets, and both storerooms, are all operated by PIR and will turn themselves off after you have exited the building).

Telephone

The village hall does not have a telephone and there is no public phone box in the village, so you are advised to bring a fully charged mobile telephone for use in case of emergency.

Car Parking

The road leading to the village hall is a public road and this must not be obstructed. The village hall car park will accommodate a good number of cars if they are parked sensibly.

Safety

No Smoking is allowed in the Village Hall.

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. Please follow the instructions in our Village Hall Emergency Action Plan and the Village Hall Emergency Escape Plan, both attached at the end of this document.

The exact location of the fire exits must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. (The Village Hall Emergency Escape Plan showing these is attached to this document).

To comply with safety regulations the Hall has maximum numbers of people who can be accommodated, depending upon what type of activity is taking place, and you must not exceed the maximum numbers stated on your Hiring agreement.

A plan showing the required layout for a closely seated audience is displayed in the entrance noticeboard. This layout must be adhered to, and the chairs linked to each other using the metal lugs on the legs.

It is the intention of the Kenninghall Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.

We carry out Risk Assessments for all activities, including those for hazardous substances and fire. The following practices must be followed in order to minimise risks:

- **Make sure that all emergency exit doors are kept clear and unobstructed.**
- Internal fire doors must **not** be propped open
- **No** smoking inside the building.
- **No** fires, no naked flames (including birthday candles and tealights) or fireworks are allowed in any part of the building, carpark, or grassed area adjoining the hall. Also, no sky lanterns or mass balloon releases.
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **Do not** attempt to change any light bulbs or modify any electrical appliance or fitting.
- **Do not** work on steps, ladders or at height until they are properly secured and another person is present
- **Do not** leave portable electrical appliances operating while unattended.
- **Do not** bring any portable gas heaters or appliances into the hall.
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested
- **Do not** attempt to move heavy or bulky items (e.g. tables or chairs) - use the trolleys provided, and, and follow the instructions for safely loading the trolleys
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **No** commercial cooking appliances such as deep fat fryers to be used, and all cooking must be supervised by an adult.
- **Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- **Do not** place any items on or above the heaters.
- **Do not** alter the settings on the heaters
- **Close seating** must follow the approved seating plan (displayed on the notice board), and hirers must not exceed the number limits for different types of use (as stated in the Hire Agreement).
- **Keep** all passageways clear of obstructions.
- **Keep** all electrical leads tidy and ensure they do not form an obstruction or trip hazard.
- **Organisers** of meetings or events must ensure that all their visitors are kept informed of the fire escape exits.
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment or the building's facilities to: Chairman / Vice Chairman so that they can be rectified quickly.
- **Report** every accident in the accident book to: Chairman / Vice Chairman

Be aware and seek to avoid the following risks:

- Creating slipping hazards on polished or wet floors – mop spills immediately
- Creating tripping hazards such as buggies, umbrellas, mops and other items left in the entrance lobby and corridors
- Use adequate lighting to avoid tripping in poorly lit areas
- Risk to individuals while in sole occupancy of the building
- Risks involved in handling kitchen equipment eg cooker, water heater and knives
- Creating toppling hazards by piling equipment e.g. in store rooms and cupboards.

Comments - The Hall Management Committee welcome comments or observations that you may have about your hire of the village hall.

Kenninghall Village Hall Emergency Action Plan

FIRE

In the event of a fire occurring, or the automatic fire alarm sounds in the hall, the following procedure should be implemented:

1. The person in charge of the hall or function will instruct all persons to leave the building, using the nearest available exits, and **make their way to the Assembly point at the Children's Play Area.**
2. **In the event of a fire, CALL THE FIRE BRIGADE.**
There is no public telephone in the building, nor in the village. Use a mobile phone to:
DIAL 999 AND GIVE THIS ADDRESS:
**Kenninghall Village Hall, School Close,
Kenninghall, Norwich, NR16 2EL**
3. Attendants should ensure that once the hall has been evacuated members of the public do not re-enter the building to collect personal belongings, etc.
4. On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.

GET OUT. STAY OUT.

Village Hall Emergency Escape Plan

