

Page 1 - Guidance Notes (updated September 2019)

**PLEASE DO NOT PARK ANY VEHICLES ALONG THE SIDE OF THE VILLAGE HALL. IT IS
A PRIVATELY- OWNED ENTRANCE TO 3 HOUSES IN REGULAR USE**

- Please provide your own dishcloths and tea towels.
- There is no phone on the premises. Hirers should bring their own mobile phone for use in an emergency (Vodafone signal is the most reliable). The nearest public phone is on the main road at the foot of Mill St., opposite the Three Horseshoes public house.
- The Hall postcode is DT6 4QD. You may need this to direct Emergency Services.
- Max 150 people including performers/helpers.
- No smoking anywhere on the Hall site.
- Follow instructions where appropriate, hirers **MUST** read out evacuation procedures to a seated audience.
- First aid box in kitchen, please note details of all accidents in accident book in top drawer in kitchen and record first aid supply usage.
- All fires, however small must be reported to the local Fire Service.
- The Hall is a village amenity; please ensure you leave it clean and tidy.
- If you are unhappy with the state of cleanliness of the hall please make the Management Committee aware via the complaints book / diary in the Kitchen.
- The Committee reserves the right to charge Hirers cleaning costs if premises left dirty.
- Our neighbours appreciate your respect of their peace and quiet and access to their homes.
- Full terms and conditions of hire can be found in the file kept in the Hall Kitchen. Hirers must read, understand and abide by these conditions and ask for clarification on any matter if necessary.
- The Hirer is responsible for ensuring all legal checks have been done in organisations which include U18s
- Please leave a note of any broken items in the diary so we know to replace them.

Please enjoy our facility. The Hall Trust Committee are keen to get your feedback in order to improve this village amenity. Thank you!!

Contact List: Duty Hall Manager details on external Notice Board

Caretaker Alex Wallace 07821 363316

Bookings Officer Val Ferré 01308 897864

bbvht.bookings@gmail.com

Please Turn Over.....

End of Session Checklist

Please check off each item; and when complete, sign and leave in the box provided. Thank You.

1. All external doors and windows (including cloakrooms) to be properly closed and secured?
2. All lights switched off, including outside light? Emergency Lighting will remain ON
3. The constant hot water unit and all other electrical appliances switched off (incl. PA / Loop / Projection system where applicable)?
4. All water taps turned off – kitchen and toilets (Ladies, Gents and Disabled)?
5. Equipment stacked and Hall left clean and tidy?
6. Rubbish bagged and removed from kitchen bins and placed in either recycling or rubbish containers outside between the kitchen and sheds?
7. Search for any possible fire hazards
8. Check all persons have left the Hall
9. Check all internal doors shut
10. Lock main exit (front) door

Extra costs incurred, as a result of leaving electrical equipment on or water running and / or leaving premises dirty will be charged to the Hirer involved.

For bookings, where an individual access key is provided, after locking up the key MUST be placed in the black key “drop off” box mounted on the shed at the side of the hall accessed through the blue side gate.

Signed: **Print Name:** **Dated:**