

## OTTERFORD PARISH HALL COMMITTEE

# USER GUIDELINES

### FOR ONE-OFF BOOKINGS

#### 1. Booking Conditions:

- 1.1 Hall bookings are only accepted from people aged 25 or over. Where a damage/cleaning deposit is charged, if any extra cleaning is required after the booking or any damage/breakages are found to have occurred the cost will be taken from the deposit before it is returned.
- 1.2 If the hall is to be used by children or young adults (under 18) a reasonable number of adults (including the person signing this agreement) must be present throughout the time of the booking. Lead Users hiring the hall for the purposes of holding activities involving children or vulnerable adults are confirming by signing the booking agreement that they have an appropriate safeguarding policy in place.
- 1.3 Bookings must not exceed maximum numbers – 112 seated at tables (agreed layout), 150 seated cinema-style (agreed layout), 200 standing.
- 1.4 If you are intending to sell alcohol you must organise a licence and provide a copy to the Bookings Organiser before the event.
- 1.5 All music etc must finish by 11.30pm at the latest and the hall vacated by 12 midnight.

#### 2. Starting Up

- 2.1 The Bookings Organiser will issue you with a security key to the front door. *You will not be able to cut any copies. If you lose the key you must pay for a replacement (at a likely cost of £60).*
- 2.2 The key to the kitchen door **MUST** be returned to the hook by the kitchen fire exit door after use. Please check that this door has been locked at the end of your session.
- 2.3 Please leave the hall via the front door at the end of your session. Check that this has been locked on leaving.

#### 3. Car Park

- 3.1 A key for the car park padlock will be issued with the front door key. *If you lose the key you must pay for a replacement (at a likely cost of £6)*
- 3.2 Once the gates are opened, please ensure they are hooked back – and remain so throughout the period of your use. *The gates must not be shut whilst the hall is in use.*

- 3.3 Please park cars in an orderly and safe way. Please only park in the disabled bays if you have a need to.
- 3.4 At the end of your booking please ensure the gates are shut and re-padlocked.
- 3.5 There is room for approximately 30 cars in the car park. Any additional cars will need to be parked on the highway. Please do not park:
- across private driveways and gates
  - alongside the car park fence (on the road side) – the road is too narrow to allow passing traffic. In addition to being an obstruction, your car may well be damaged.

#### **4. When using the premises**

- 4.1 Please be sure that your users are aware of the location of the emergency exit doors:  
– through the main entrance lobby, from the main hall (x2), from the kitchen, and from the store room.
- 4.2 Only turn on lights and other electrical equipment when actually needed.
- 4.3 Do not adjust individual radiators – to turn central heating on/up/down/off please use the thermostat dial adjacent to the main light switches in the hall.
- 4.4 Do not flush nappies or sanitary towels down WCs.
- 4.5 No Sellotape, Blu Tack or drawing pins are to be used on walls, woodwork or windows.
- 4.6 Do not stick posters on the walls or windows.
- 4.7 Please do not drag heavy or sharp objects (including tables and chairs) across the floor of the main hall. *Any damage to the floor must be paid for.*
- 4.8 The village hall is a **Non-Smoking** building.

#### **5. Emergencies**

- 5.1 In an emergency please dial 999 immediately, and ask for the relevant emergency service(s) to attend. There is an Emergency telephone situated on the outside of the building - to the left, when exiting via the double fire doors from the main hall (roadside)  
*As soon as safely possible, please also advise one of the Hall Committee contacts – listed at the end of these Guidelines.*
- 5.2 In case of fire, raise the alarm by pressing the black button on any of the red call point boxes situated around the inside of the building.
- 5.3 Fire extinguishers are located in the main hall (2), the kitchen (1), dressing room (2) stage (1), boiler room (1)
- 5.4 In the event of an emergency, please ensure that everyone exits the building as quickly as is safely possible by one of the emergency exit doors.

- 5.5 Once outside everyone must move well away from the building to the assembly point at the top of Woodcroft Meadows (leaving the main road clear for emergency vehicles).  
*If anyone has left the building at the car park end and it is not safe to walk alongside the building, walk past Woodend Farm and assemble at the start of the bridleway to the right.*
- 5.6 Check all users are present and accounted for - instigate a roll call at the assembly point(s).
- 5.7 In the event of a fire do **not** enter the car park: do **not** attempt to drive your car.
- 5.8 Once the building has been vacated, no one must return until the emergency service(s) advise it is safe to do so.
- 5.9 There is a Cardiac Defibrillator situated on the outside of the building - to the left, when exiting via the double fire doors from the main hall (roadside)
- 5.10 Please enter any accidents in the Accident Book (located in the kitchen). Details should be filled in both sections of the form and a member of the committee should be informed if an accident has occurred.
- 6. When leaving the premises at the end of the booking, please check the following:**
- 6.1 The lights have all been switched off.
- 6.2 The heating dial has been returned to 8 degrees (the minimum).
- 6.3 All taps have been fully turned off.
- 6.4 All WCs have been flushed and fully cleared.
- 6.5 All external doors have been properly closed and locked.
- 6.6 All rubbish has been removed: only paper towels to be left in bins.
- 6.7 No food waste has been left on premises.
- 6.8 Tables and chairs have been put back where they were found.  
*Tables must be wiped before being put away. Chairs must be stacked in 12s.*
- 6.9 Stage curtains have been left closed: window blinds have been left open.
- 6.10 The fridge has been checked, and left empty and the doors left open.
- 6.11 Any crockery/cutlery used has been washed and put back in cupboards.  
*The Bookings Organiser must be advised of any breakages.*
- 6.12 The floor in all areas used has been swept. If food/drink or anything else has been dropped on the floor, that area has also been mopped and dried.  
*(A broom, dustpan and brush, vacuum cleaner, and mop and bucket can be found under the sink in the Committee Room – The Wright Room – another hoover and a scissor-mop can be found in the changing room).*

6.13 When leaving the hall late at night please show respect to neighbouring residents – keep voices and other noise to a minimum.

**7. Afterwards**

- 7.1 If the heating is left on an additional charge will be made to cover the cost of additional heating oil used.
- 7.2 If the lights or other electrical equipment is left turned on, an additional charge will be made to cover the cost of additional electricity used.
- 7.3 If any taps are left running, an additional charge will be made to cover the cost of additional water used.
- 7.4 You are expected to leave the hall as you found it – clean and in a useable condition. If the floor has not been swept or mopped as required, or any other dirt/rubbish removed, an additional charge will be made to cover the cost of the hall cleaner working an additional session.

For any problems please contact:

Simon Shovelton (Premises Manager)

T: (01460) 234958 Mob: 07864 015579 E: [skshoves@gmail.com](mailto:skshoves@gmail.com)

Marian Spon (Bookings Organiser)

T: (01460) 234606 Mob: 07816 901530 E: [otterfordphbookings@gmail.com](mailto:otterfordphbookings@gmail.com)

Mike Canham: (Chairman)

T: 01460 234639 M: 07903 66699 E: [michael.canham@hotmail.co.uk](mailto:michael.canham@hotmail.co.uk)

Issued To: ..... Date Issued: .....

Group: .....

I will read these User Guidelines, and brief members of my Group accordingly.

I will ensure the Emergency Procedures are understood by all at the beginning of each session.

(signed)..... (name) ..... (date) .....

(Hall Cttee signature) ..... (name) ..... (date) .....