

EGMANTON VILLAGE HALL : Information for hirers.

PLEASE READ AT THE START OF YOUR HIRE

The Hall consists of : Main Room with curtained alcove, kitchen and a meeting room. It is licensed to accommodate a maximum of 100 people.

Heating : Electric heaters exist throughout the hall and are thermostatically controlled. These can be switched on and off from the electrical box in the corner of the main hall. Please do not touch controls on individual heaters. A wall heater is available in the kitchen.

Water Heater. The control switch is near to the cooker in the kitchen. This will provide hot water in the kitchen and toilets.

Hot Drinks : There is a 5 gallon water boiler plus kettles.

Cooking : There is a domestic electric cooker with 4 rings, grill and oven.

Fridge/Freezer: These are available in the kitchen

Equipment: Cups, saucers, tea plates, dinner plates and cutlery for 60 people. Beer and wine glasses.

Water & Drainage: The stop tap for the mains water supply is situated in the cubicle in the gents' toilets.
All waste water and toilets drain into a septic tank.

Curtains: The end curtains are operated by cords. Please use these. The curtains on the south side of the hall should be pulled back and forth using the pole stored at the end of the hall.

For the Safety of you and your group: Please observe the following whilst in the hall:

1. Unaccompanied children are not permitted in the kitchen.
2. Please do not stack chairs more than three high. A few chairs have blue spots on their leg. These should not be stacked with the other chairs.
3. When moving furniture please take great care with lifting and do not exceed your capabilities. Chairs should not be carried more than three at a time.
4. Please do not allow people to sit on stacked chairs since this damages the legs and makes them difficult to stack.
5. To comply with our license it is good practice to have a list of people at a function or to count the number present.
6. In the event of power failure emergency lighting will provide illumination throughout the hall.
7. In the event of fire people should leave the building via the nearest external door. Fire exits are marked. Gather at the assembly point in front of the hall by the steps. Call the emergency services. Carry out a roll call (or persons count) if practical. Do not re-enter the building. Tell the fire service if everyone is accounted for. Do not permit people to leave without your knowledge. Fire extinguishers are provided at the rear of the main hall and in the kitchen.
8. A First Aid kit and accident book are situated in the kitchen. Please record any accident occurring on the premises.

After Your Function :

Cleaning: Please leave the hall clean and tidy, take your rubbish away and check that all toilets are clean and flushed.

Turn off appliances: Please be certain that heating, immersion heater, cooker, fridges, freezers (please leave doors open) etc are turned off.

Locking Up: Arrangements will be made with you at the start of the hire as to when the hall will be locked. This is usually about 30minutes after your hire finishes but will vary according to the type of function. Regular hirers may be asked to check and lock the hall after their use. In such cases please be certain that all windows are fastened, external and internal lights turned off and external doors and gate are locked. An additional charge will apply when electrical equipment is left on.