

## **Opening and closing the hall**

Please make arrangements with the Booking Officer, Carol Wood, telephone 01544 318530. She will either meet you at the hall to open it, or arrange for you to collect the key, or possibly arrange for you to use the KeySafe.

She will make arrangements for you to return the key at the end of the hire.

## **Safety**

Strictly NO SMOKING in the hall (*Health Act 2006*)

You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire. Do not fix decorations near light fittings or heaters.

The location of the "break glass" fire alarm, fire exits and fire extinguishers must be noted before the hall is occupied and this information should be made known to your guests. A first aid box and Accident book is located in the kitchen.

In the event of a fire, activate the "Break Glass" fire alarm so as to alert everyone, evacuate the hall in an orderly manner, and call the Fire Brigade by dialling 999.

## **Lighting and heating**

All the controls and switches are in the cupboard by the front door. For heating and hot water, you need one-pound coins for the meters. The left-hand meter is for the overhead heaters and the right-hand meter is for the wall heaters and the hot water system. The hot water switches are in the kitchen.

To ensure that the outside lights do not remain on long-term after you leave, please first turn off the outside light switch in the cupboard and then press the timed switch which operates the outside lights for a set period.

## **Car parking**

For large groups / parties please have someone supervising the car park if possible so as to fit in as many cars as possible. Please ensure that the road outside the hall is not obstructed.

## **Consideration for others**

Please ask your guests to leave quietly at the end of your event and avoid car doors banging and loud conversations outside.

## **Leave the hall tidy and secure**

Please do not use drawing pins or sellotape on walls or other surfaces. Please replace tables and chairs as you found them.

Please leave the hall clean and tidy – cleaning not undertaken will incur an additional charge.

Cleaning materials are in a locked cupboard – the booking officer will explain how to access this.

- All floors to be vacuumed and mopped
- Tables to be wiped before replacing as found.
- Kitchen to be cleaned including oven if used
- Toilets and sinks to be cleaned and floors mopped.

Waste – ideally take this away with you, but recycling can be left in the green bins outside the front door. If you need to leave general waste behind, please arrange with the booking officer to give you a Commercial Waste bag – put the waste in this bag and leave it in the hall.

**If you open the patio doors or fire doors, please check that these are securely closed when you leave – you need to push them shut from the outside.**

## **Faults / damage / comments**

Please report any faults or damage to the booking officer as soon as possible.

We hope you enjoy using Norton Canon Village Hall and thank you for  
your support