

Fen Drayton Village Hall (Charity No. 300385)

Important information about hiring Fen Drayton Village Hall

Opening and Closing the Village Hall

EITHER: The Village Hall keys will be available from
and, after locking up, must be returned there immediately.

OR: The Village Hall will be opened for your hiring by
and will be closed for you at the time you have indicated.

Please ensure that any outside caterers, contractors and 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 telephonein case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the Village Hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Safety

No Smoking is allowed on Village Hall property.

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.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Village Hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom from which they were taken.

The Village Hall's health and safety file is kept in the Kitchen.

A first aid box is located in the Kitchen.

The accident report book is located in the kitchen.

Village Hall Telephone

The Village Hall telephone is located in the Foyer. This allows incoming calls and emergency calls out only.

Car Parking

There is a car parking area at the front of the Village Hall.

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 blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the Village Hall clean and tidy. Any rubbish or waste should be cleared from the premises otherwise the Village Hall shall be at liberty to make an additional charge. We are committed to recycling so please recycle as much as possible using the recycling bin in the car park.

In particular we ask you to ensure table tops are wiped clean before being returned and stacked in the storeroom from which they were taken.

Faults/ Damage/ Comments

Please report any faults or damage to the Booking Secretary as soon as possible so that they can be rectified quickly. The Management Committee welcomes comments or observations that you may have about your hire of the Village Hall.

Location and Use of Fire Equipment for Hirers

