



# Otterhampton Village Hall CIO Information Sheet for Hirers

[www.otterhamptonvillagehall.co.uk](http://www.otterhamptonvillagehall.co.uk)

---

## 1. Opening & Closing the Hall:

a) Keys to be collected from and returned immediately after locking up to:

**Richard Navoy, 12 Church Hill, Combwich TA5 2Q5 - Tel 07854 227312; 01278 325563**

b) Hirer to ensure that any outside caterers/contractors are fully aware of the start and end times of the hire period as access outside these times will not be permitted.

c) If any problems arise, please contact any of the following Hall representatives:

**Richard Navoy – Tel 07854 227312; 01278 325563, Sue Barton – Tel 01278 653531, or Lindsey Parsons – Tel 01278 653700; 07843 604787**

## 2. Fire Safety:

\*Prior to the start of the hire period Hirers must familiarise themselves with the location of the **Fire Exits, Fire Alarm Call Points and Fire Extinguishers** (as displayed on the Notice Board) and near the Fire Control Panel in the main entrance.

\*Hirer's must also ensure that the **Fire Exits** are made known to the guests and that they are not used for general access/exit purposes.

\*In the event of a fire the Hall/Building must be evacuated via the appropriate fire exit and the Fire Brigade called using the 999 emergency Tel No and either of the OVH representatives mentioned in 1c) above also informed.

\*The evacuation assembly point is the Pill Parking Area opposite the Hall.

\*The Hirer to ensure that all of their guests are accounted for. Persons must not re-enter the building until confirmation that it is safe to do so has been given by the Fire Brigade.

**3. Hall Telephone** – There is a telephone in the main hall for emergency use and/or calling any of the OVH representatives mentioned in 1c. above. The phone is located by the entrance door to the main hall.

## 4. Use of Kitchen:

\*The Fire Exit door in the kitchen to be unlocked and kept unlocked during the use of the kitchen and only re-locked at the end of the hire period.

\*All perishable/food/rubbish to be removed from the kitchen by the at the end of the hire period.

\*Hot water is provided by an electric boiler, turned on by the switch to the left of sink and must be turned off at the end of the hire period.

**5. Heating controls:** These are located on each radiator.

**6.** Do not attach anything to the walls or other surfaces

## 7. Car Parking:

\*The Hall has no dedicated parking, but some parking is available at the Pill Area opposite the hall.

\*The area immediately outside the front of the Hall must be kept clear for Emergency Vehicles.

\*The entrance and driveways of nearby private houses must be kept clear at all times.

## 8. Health and Safety:

\* The H&S File is located in the kitchen and contains a copy of our H&S Policy, H&S Risk Assessment and Fire Risk Assessment and Fire Evacuation Procedures

\*A First Aid Kit & Accident Book are also located in the kitchen. All accidents to be recorded in the Accident Book.

\* Please do not leave the automatic front door in a permanent 'open' position as this can harm the motor.



## Otterhampton Village Hall CIO Information Sheet for Hirers

[www.otterhamptonvillagehall.co.uk](http://www.otterhamptonvillagehall.co.uk)

---

\*For your own safety and security we recommend that the front door is locked (using the internal lock) if you are on your own in the building.

### 9. End of Hire:

\*The premises and surrounding area to be left in a clean and tidy condition with all rubbish to be disposed of. A dust pan & brush, Hoover, mop & bucket can be found in the cleaner's cupboard near the piano.

\*Chairs to be stored on the chair trolley in the Hall. Tables to be cleaned and stored on the stage. Any contents temporarily removed from their usual positions to be properly replaced.

\*All lights to be switched off & radiators set to 'frost-stat (\*)' setting. Where this has not been done the Hall Management shall be at liberty to impose an additional charge of **£20.00**

\*Before leaving the kitchen please ensure that the outside fire exit door is securely closed and the Serving Hatch fire doors are closed.

\*Any faults or damage to be reported to either of the OVH representatives mentioned in 1c) above asap.

\*All Fire Doors to be closed, windows shut and the front door properly locked.

\* Make sure that the access key is in the 'OFF' position (far left setting) when leaving and locking the front door otherwise the door motor mechanism is affected.

\*You and your guests are asked to leave the building quietly. Anti-social behaviour will not be tolerated.