

Beckley Village Hall

BVH DN5 - B

Booking – Further Information

The following attachment should be read with BVH DN5 – Booking Form

1 SUMMARY OF FACILITIES

Fire Alarm in Foyer

- This is not connected to fire station or police
- If the alarm rings, please evacuate the Hall
- Call fire service/police from a mobile phone (dial 999)
- Reset button/key to turn off alarm box
- Check that the fire exit signs are illuminated (for a Hire extending outside of daylight hours)

Store-room

- Sufficient tables and chairs on racks for a seated meal for 120 people
- Demountable stage units on racks
- Lockable cabinets for equipment for Interest Groups
- Cleaning cabinet with all equipment needed for Hirers to clean up after use.

Please store all equipment back as-found. Tables left on the trolleys when the particular trolley is not full should be left at an angle so that they cannot fall. Tables are not heavy but may need to be moved by more than one person. Chairs should not be stacked more than 25 high.

Kitchen

- Water heater - plumbed in - turn on – supply of water in 15 minutes

Note - The hall's hot water makes use of a hot water tank that is heated when the boiler is turned on in the kitchen. The amount of water in this tank should be sufficient for all events, but to ensure that the supply of hot water doesn't run out during your hire we advise that it is used conservatively. Therefore when washing dishes etc please do so in a sink full of warm water and making use of the plug, rather than washing under a constantly running tap.

- Oven - large switch on wall to turn on appliance
- Warming oven
- Two fridges (each with a thermometer)
- 50 mugs
- 50 cups and saucers
- 50 dinner plates
- 50 side plates
- 50 bowls
- 50 pint glasses
- 50 glass tumblers
- 50 cutlery place settings

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- 50 champagne flutes
- 50 Parish goblets
- 20 small plastic mugs for children
- Assorted catering equipment, if important then visit Hall first to check what is available. Note that there are no sharp or potentially dangerous implements kept in the kitchen and so Hirers who may need sharp knives, skewers, meat tenderizer etc should bring these and take them away at the end of the hire.
- Supply of clean tea towels and dish-clothes which are for use for a single event and should then be left in the laundry bin for professional cleaning
- First aid kit, which contains the following items:
 1. 5 Sterile Medical Wipes
 2. 20 Waterproof Plasters
 3. 1 Fabric Plaster Strip 6 cms x 1 m
 4. 3 Adhesive Wound Dressing 8 cms x 6 cms
 5. 3 Low Adherent Wound dressing
 6. 1 Crepe Bandage 7.5cm x 4.5m
 7. 1 Stretch Bandage 7.5cm x 4m
 8. 1 Microporous Tape 1.25cm x5m
 9. 6 Safety Pins
 10. 1 Triangular Bandage
 11. 1 Eye Pad Dressing
 12. 1 Eye Wash Phial 20ml
 13. 3 Burn Sachets 3.5ml
 14. 1 Heat Retaining Foil Blanket
 15. 1 Instant Ice Pack
 16. 1 Emergency Face Shield
 17. 2 Nitrile Powder Free Gloves Large (pairs)
 18. 1 Splinter Remover
 19. 1 Tough Cut Scissors
 20. 1 Essential First Aid Guide
 21. 1 Finger Cover
- Accident Record Book – kept with First Aid Kit
- Safety shutter for hatch - if fire alarm goes will come down automatically
- Fire blanket
- Three waste bins, clearly labelled.

Food Waste Bin

This is a small green bin which should be lined with a compostable green bag (kept under sink) and the bag tied at the top at the end of the hire and placed in the green food waste bin next to the Grundon bins.

General Waste Bin

This is a circular chrome bin which should be lined with a black plastic bag (supply kept under sink) and the black bag should be emptied at the end of the hire into the Commercial (Grundon) bin at the car park entrance. The black bag, unless

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contaminated, should then be replaced in the chrome bin so that we recycle as much as possible.

Recyclable Waste Bin

This is a circular chrome bin which should be lined with a clear plastic bag (supply kept under sink) and the clear bag should be emptied at the end of the hire into the Recycled Waste (Grundon) bin at the car park entrance. The clear bag, unless contaminated, should then be replaced in the chrome bin so that we recycle as much as possible.

- Spare plastic bags (black for general and sanitary waste and clear for recycled waste and green for food waste), kitchen rolls, washing up liquid are kept under the sink.
- Bin for laundry, which will be professionally cleaned.

Note that for the protection of children the following precautions are to be taken:

- (i) no chemicals should be kept in the kitchen but are held in a separate locked cupboard (accessible only to our cleaners) and so not available to Hirers.
- (ii) hence Hirers should only clean with warm water and washing up liquid;
- (iii) children (aged under 16) are not allowed in the kitchen;
- (iv) the kitchen door should be kept locked when not in use.

Main Hall

- Electrically operated vents at high level can be opened if Hall gets too hot
- The connecting doors to the foyer are fire doors and will close automatically in the event of a fire. Similarly, the shutter to the serving hatch.
- The fire doors to the Store Room should be kept closed when not in use.

Foyer/Entrance Hall

- There is a wall mounted video display for use for a computer presentation for meetings. There is no computer. The Hall holds a TV license. There is an HDMI cable attached to the back of the TV with a spare.
- The noticeboards contain essential safety and operational information and should be referred to by Hirers at the commencement of an event.
- The white cabinet in the foyer contains the following:
 - A Hirers' comments book

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2 Fire Safety and HSE Obligations

As the responsible person for hiring the hall, you have legal duties with regard to the safety of people attending the event:

Before the event or function, you must familiarize yourself with the Fire Risk Assessment and HSE Risk Assessment displayed on the Village Website and UST use the check-list below.

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What not to do

Hirers should not:

1. Prop fire doors or use wedges to hold them open. 95% of people killed in fires are killed by smoke, so closing fire doors is vitally important.
 2. Do Not Let Rubbish accumulate, clean as you go.
 3. Block fire escape routes
 4. Smoke
 5. Bring untested portable electrical appliances to the Hall
 6. Cook using deep fat frying
 7. Try to fight a fire if that creates personal risk
- Bring and leave any combustible material into the Hall other than by prior arrangement with the Trust
 - Bring candles or naked flames into the Hall
 - Let children in the kitchen and the kitchen door should be kept locked when not in use. The Hirers key will open the Kitchen door.
 - Let children in the Plant Room (accessible from the Storage Room) and the Plant Room door should be kept locked when not in use. The Hirer's key will open the Plant Room door, which will be necessary to turn on or off the utilities.
 - Stick or otherwise fix anything to the timber floor or any of the walls.
 - Allow smoking within 10m from the external walls (which are combustible). If there are smokers then place Cigarette Bin from Store Room to designated area by disabled car parking space and empty and return to Store Room at end of hire.
 - Allow any cooking appliances (other than in the kitchen) within 10m of the external walls. Barbecues should not be used and any cooking should take place only in the kitchen.
 - Trailing cables in public areas must be covered with cable covers.

Special Risk Assessment Requirements

The Risk Assessments referred to herein and prepared by the Trust cover all general users of the Hall and have been prepared by the Trustees based on their assessment of the general risk. It is the responsibility of Hirers to identify any special risks associated with their activities carried out in the Hall (or on the Playing Fields and Tennis Court) that may not be covered by the general risk assessments and ensure that the participants in those activities are safe. The Trust asks Hirers who identify any risks not covered by the Trust's risk assessments to advise the Trust so that the Trust's own risk assessment can be revised if appropriate.

It is the Hirers responsibility to ensure the safety of children at all times both within the Hall and in any external areas associated with the Hall.

3 CLEANING

At the end of the Hire all used areas should be checked and if necessary cleaned. Floors should first be swept, or vacuumed, and further cleaned if still dirty. Use the labelled mist

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mop on the wood floor. Any spillage on the stone and vinyl floors should be wiped using the sponge mop and water. Clear any debris outside the Hall associated with your use.

4 OTHER INFORMATION

4.1 Accessing the hall

Normally access will be by a master key from the key safe by the front door. The Booking Secretary can advise the current code.

4.2 "On Call"

Any questions from Hirers should in the first instance be directed to our Booking Secretary

If our Booking Secretary is asked to arrange a visit by a Hirer and that visit is for reasons other than a defect in the Hall, then a call-out charge is to be borne by the Hirer

The contact details for the Trust Chairman (Geoffrey Mills) are:

Home 01865 351171, mobile 07798 69 2324

4.3 Sanitary Waste disposal

There are lined bins within each of the ladies toilets and the disabled toilets for the disposal of used nappies and sanitary products. At the end of each hire please dispose of these sanitary products in the Grundon General Waste Bin in the car park and replace the bin liner with new from under the sink in the kitchen.

4.4 Waste Recycling

There is good provision for waste recycling in the appropriate waste bin in the Hall Kitchen, and on into the Grundon Recycling Bin just outside the village hall Car Park.

We are a community facility and not a commercial business. We do not have cleaning between hires so please leave the Hall for the next hirer in the state you would expect to find it, or better. Thank you.

5 HIRER'S CHECK-LIST

Refer to BVH DN5 – C for a template of a Hirer's check-list the provisions of which form part of the Hire Agreement.