

# **AYNHO VILLAGE HALL - INFORMATION**



## **AYNHO VILLAGE HALL - Opening and Closing Instructions**

The Village Hall key will be available from the key safe at the rear side door and after locking up must be returned there immediately. The code for access will be provided just prior to your booking and changed regularly.

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 telephone the Booking Secretary on 07878 430705 in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period or at 11:59 latest (unless the event has special permission e.g. New Year's Eve). If you need additional time to clear up you must book this in addition to your hours of hire (next morning if an evening event). Failure to comply with this will result in forfeiture of your deposit.

## **Safety**

The village hall has a No Smoking Policy.

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 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 and displayed on the notice board).

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs where you found them at the end of your hire. The larger rectangular tables are located in the storage area in the Gents' Cloakroom and the smaller square tables in the Mary Cartwright Room. Upholstered chairs and tables are not to be taken outside.

The Village Hall's Health and Safety file is kept in the kitchen.

A First Aid box & Accident Report file is located in the kitchen, there is also a First Aid Box located in Ladies Cloakroom.

In the event of icy conditions there is a yellow Salt Box located near the rear side entrance door for hirers to scatter grit over entrance areas and steps.

## **Tables & Chairs**

There are 12 rectangular tables (183cm x 76cm), 12 small tables (90cm x 76cm), 70 upholstered chairs and 26 black folding chairs.

There are also 14 kid's low tables + 16 red plastic kid's chairs + 6 kid's wooden chairs (these are stored in outside shed, you must request these when booking).

## **Heating**

The heating controls are locked. The heating will have been programmed to come on 1 hour before the start time of your booking. If you have only hired one room the heating will be set for that room only. You should keep the interconnecting doors closed. The heating is turned off from 1<sup>st</sup> June-end of September.

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## **Hearing Induction Loop**

The Hall has a Hearing Induction Loop which works for those with a hearing aid fitted with a 'T position'. The controls for the Loop system are located in the corner above the counter in the Mary Cartwright Room. You can choose which room the Loop should be activated in by turning the black knob to Main Hall or Mary Cartwright Room. It is necessary to switch the electric socket on (plug labelled Hearing Induction Loop) if you wish to use the Loop system. Please make sure you turn the switch off at the end of your booking. The plug socket needs to be showing the red square to indicate there is current going to the socket.

## **Lights and Water**

Before you exit the Village Hall you should check that all electric lights, taps in the Cloakrooms and the hot water heating unit in the kitchen, oven and Zip Tank boiler have been turned off.

## **Car parking**

There is limited parking for approximately 9 cars at the village hall (7 at the front and 2 down the side). Please do not block fire escape exits. The Hirer is responsible for the proper supervision of car parking arrangements so as to avoid obstruction of the highway and/or right of way for vehicular access to Home Farm.

## **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-tac if you need to put up notices or decorations and remove with care not to damage surfaces. Do not fix decorations near light fittings or heaters.

Please leave the Village Hall clean and tidy and leave all rubbish in the appropriate waste or recycling bins outside located in car parking area at the front of the Village Hall or take it home. In particular we ask you to ensure tabletops are properly cleaned before being put back in the relevant storage area.

## **AV Instructions and Operating Control Handsets**

These are located in drawer in the kitchen by the sink. Please replace all handset controls at the end of your booking.

## **Bin bags/food caddy liners**

Spare bin bags/food caddy bags are located in drawer under the kitchen sink.

## **Drying Up Tea Towels**

Drying up tea towels are NOT provided by the village hall. Each hirer should bring their own and remove them at the end of their booking.

## **Faults/damage/comments**

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

**FIRE PLAN**

