

BISHOPSTONE VILLAGE HALL

INSTRUCTIONS FOR USE OF HALL

Keys

Keys are kept by: Mrs Margaret Barter
Vella House
Butt Lane
Bishopstone SP5 4AA
Tel: 01722 780471
Opposite the Village Hall car park entrance

Please refer to the plan of the Village Hall which is attached.

Entry

Enter the Hall by the main entrance at the rear, using the key marked **R** for right hand door.

Heating and ventilation

There is a panel on the wall. Operating instructions, including the numbered diagram attached to these instructions, are detailed underneath the panel.

On the right hand wall there is a switch for a separate Ventilation Fan. This should be switched OFF whilst the hall is in use and switched ON when leaving.

Safety and Security

The **Accident Book** and **First Aid box** are located in the kitchen.

Smoking is not permitted anywhere on the premises

Fire precautions. In the event of a fire, the premises should be evacuated in an orderly manner using the appropriate exits and the Fire Service called by calling 999 or nearest house. (Please check; some mobile phones will not have reception in the village).

Fire exits and fire extinguishers and the method of opening the Fire exits must be noted before the Hall is occupied and pointed out to guests.

No highly flammable substances should be brought into the Hall and no internal decorations of a combustible nature should be used.

Equipment

Wooden chairs, (to be used for children's parties) and **Tables** are stored adjacent to the Gents toilets.

Decorations etc must not be put near light fittings or heaters, but can be hung from the cup hooks around the walls. Blu-tack, sellotape and drawing pins should NOT be used.

Music should cease half an hour before the end of an evening hiring, except by prior permission of the Management Committee.

Before vacating the Hall

Please ask your guests to leave quietly at the close of your event.

Cleaning

Please leave the hall and the car park in the condition you would expect to find it. All rubbish should be removed from the site.

We reserve the right to levy an additional charge for cleaning if the Hall is left in an unsatisfactory state.

Please ensure the fridge freezer is clean, turned off and left open. All wooden chairs and tables should be stored correctly and the upholstered chairs left around the main Hall.

Lighting and Heating

Please ensure all heating and all lights, including the outside light at the side of the building, have been turned off. The Ventilation Fan switch should be switched ON.

Please remember to lock the doors and return the keys

Faults/Damage/Comments

Please report any faults or damage to the booking secretary as soon as possible. The Management Committee welcomes comments and observations that you may have about the hire of the Hall.

Management Committee contacts:-

Chairman	Norman Barter	01722 780471
Booking Secretary and Key holder	Margaret Barter	01722 780471
Treasurer	Francis Taylor	01722 780316