

Newton Village Hall

Information sheet to be given to all hirers

Opening and closing the Village Hall

The Village Hall will be opened for your hiring at the time requested on your booking form. Please ensure that any outside caterers, entertainment providers, and deliveries are aware of the hire period and that they will not be able to enter before or leave after the hire period except by previous agreement. Please telephone the committee member who opened the hall for you if there are any difficulties.

Safety

The Village Hall is a no smoking venue

First Aid Boxes and Accident Books are located in both kitchens

In the event of a fire, raise the alarm at the C

all Point. On hearing the alarm the Village Hall should be evacuated following the procedure on the fire notice and the Fire Brigade called by dialing 999. A member of the committee should be notified as soon as possible

There is a fire blanket and fire extinguisher in the main kitchen and additional fire extinguishers are situated in the main hall, main front entrance lobby and the meeting room in the extension

The fire exit door facing Grange Cross Close should be opened only in an emergency. For extra ventilation please open the main front doors

Emergency exit doorways must be kept clear at all times and must not be obstructed

Heating

Heating of the main hall is by warm air from space heaters situated at either end. Temperature is regulated by thermostats (one on each side of the hall) high up on the pillars

Heating of the extension room is by radiators regulated by thermostatically controlled valves

The space heaters and radiators operate off the gas fired boiler located in the large store room between the main hall and the extension. To turn the boiler on press the button marked SELECT (on the programmer box located on the wall above the boiler) three times to the ON position

We recommend that one of your group arrives early to turn on the boiler and set the thermostats

In addition, portable heaters are provided in the main hall and an electric wall heater in the kitchen

Hot Water

Hot water in the kitchens and toilets is independent of the heating system and is instantly available.

The switch of the heater providing hot water to the kitchen and toilets in the main hall should not be turned off

Hall Telephone

There is no public telephone on the premises. You are therefore advised to bring a fully charged mobile phone for use in case of emergency.

Car Parking

The road leading to the Village Hall is a public road and this must not be obstructed. The car park gets busy and congested at times so children must be supervised at all times when entering or leaving the premises

Salt is kept in a container inside both main entrances for icy conditions

Hall Gardens

The grounds of the Hall are unsuitable and unsafe for children because of sudden drops in garden levels, flagstones and brick walls. Therefore children must not be allowed outside of the building at any time without strict parental/adult supervision

Kitchen

Children must not be allowed in the kitchens. If using the oven and/or urn please switch on the extractor fan and open the kitchen window.

Newton Village Hall is a Registered Charity 520091, funded by income from hirers, grants and events organised by the Newton Village Hall Management Committee – all volunteers. Please support your Village Hall

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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.

Decorating/Clearing the Hall

Please do not use drawing pins or selotape on the walls or other surfaces. Use blu-tac if you need to put up banners or decorations. Do not fix decorations near light fittings or heaters. Please leave the Village Hall clean and tidy putting all refuse in bin bags before placing in the outside waste container. Please take any recyclable material home with you. Please ensure that any crockery or cutlery used is washed, dried and put away. Ensure that any spills are wiped up. Chairs and tables should be returned to the store room, left tidily as found and not blocking any cupboards

Faults/damage/comments

Please report any faults or damage a member of the committee as soon as possible so that they may be rectified quickly. The committee welcomes any comments or observations that you may have about your hire.

Closing the Building Please check that:

- the thermostats in the main hall are turned down to their zero setting or the II setting in the case of radiators in the extension room
- the boiler in the store room is switched off
- all windows are locked and the fire doors are firmly shut
- Newton Village Hall is a no smoking building. However before leaving please check for smouldering matches and any other flammable materials. Any such material found should be removed from the premises and safely disposed of.
- All electrical equipment (cooker, urn, kettles, wall heater and extractor fan) is turned off
- All lights are turned off (please check the toilets).
- The entrance doors are locked
- The roller shutter and side gates are padlocked (unless another group is using the extension room, in which case the side gate should be left unlocked)

Timed switches have been provided to outside lights above the doors to both the main hall and extension

USEFUL PHONE NUMBERS

Police Community Patrol (24 hours) 666 5265

Community PC 777 2153