



## **Guidance and Instructions for Hall Hirers**

### **Emergency Exits**

There are 3 emergency exits:

In the committee room – south side

In the Main Hall via door to bottom of stairs and then to outside door (key hung on hook – please do not leave in door during normal use)

In the upstairs room – south side

### **Fire Extinguishers**

There are water fire extinguishers as follows:

On wall next to emergency exit in committee room

On east wall next to door in main hall

On floor next to emergency exit in upstairs room

There is a fire extinguisher with dry powder in kitchen together with a fire blanket

### **Fire alarms**

There are fire alarms in committee room (next to fire extinguisher), in upstairs room (next to fire extinguisher), at the bottom of stairs and in corridor.

The fire alarm control system is at bottom of stairs to upstairs room. To silence alarm – follow the instructions on the control panel.

Instruction sheet in case of fire is in main hall on notice board. If problem cannot be solved locally try contacting Village Hall Bookings Officer or any of the Trustees. Telephone number and all email addresses are on the website - [www.worthmatraversvillagehall.org](http://www.worthmatraversvillagehall.org)

### **Fire Doors**

There is a magnetically controlled fire door in corridor.

In the event of a fire alarm being triggered the catch to the fire door will automatically release to allow the door to close. At other times please use black release button to release the door. Do not hold the door open with chairs/wedges etc

### **Health and Safety**

The Hirer must report to the Bookings Secretary all accidents involving injury to a member of their party or members of the public using the hall during their hire including any occurrence of cardiac arrest requiring CPR or use of a Defibrillator. There are forms to enable this in the kitchen.

### **We have a Defibrillator - Always dial 999 first!**

The Village Hall Committee has been pleased to work with the Swanage Community Defibrillator Partnership (SCDP) to provide a public-accessed defibrillator for the village of Worth Matravers.

The device is installed on the Village Hall outside wall adjacent to the main door.

The defibrillator and its heated cabinet were funded by the Village Hall committee following fundraising but work under the governance of SCDP who ensure, by identifying a local guardian who reports to a central point on a fortnightly basis, that the device and cabinet are well maintained and in working order.

All defibs within SCDP are registered with the local Ambulance Trust and can be accessed by dialling 999 (Ambulance) who will provide the access code for the locked cabinet.

## **Heating**

The heating is all electric.

There are thermostatic controls in committee room (next to hatch), in main hall (next to door from corridor), in upstairs room at top of stairs and in kitchen (next to hatch). The temperature can be controlled to desired temperature using +/- buttons on the thermostat. Please note that after 2 hours the thermostat will revert to a predetermined temperature. It can be reset to your desired temperature as required.

## **Telephones & Wifi**

There are telephones in the corridor and in the kitchen. These are for reasonable use only. Hirers are responsible for payment of all phone charges during their tenure; all calls will be invoiced at the end of the month following your hiring. See terms and conditions for details of charges.

The wifi code is to be found on the cupboard door in the corridor.

## **Outdoor Lighting**

If dark, motion sensors will turn on outside lights for safety. There are also switches located on LHS of double door in committee room (plunger) and at the bottom of stairs to upstairs room (round button). There are light switches also by the fire exits in the Committee Room and the Upstairs Room.

## **Fairy Lighting**

Fairy light switch in main hall is located next to thermostat.

## **Kitchen**

Water Heater

Switch to hot water is on wall to the left of the sink.

Large Urn

This needs to be plugged into socket on same wall as hatch. Please switch on fan to extract steam and reduce condensation when using?

Fridge

Switch is at back of fridge under counter-top. After use please empty the fridge, switch off and leave door ajar.

Freezer

Switch on via cable leading to socket above and to left of oven. After use please empty, switch off and leave top to freezer ajar.

Cooker

There is a switch marked cooker next to the appliance.

Dishwasher

Instructions are next to the machine. Remember to switch on at least ½ hour before you need to use.

## **Trip Switches**

Most trip switches are to be found in the cupboard in corridor but some are also located above the kitchen door in the corridor.

## **Entertainment System.**

Should you wish to use the AV system please advise Bookings Officer in advance so that a demonstration can be given.

The switch for the screen is on LH wall at ankle level near the radiator.

## **Decorating the Hall for your event**

By all means hang decorations around the hall, inside or outside, and please give consideration to the hall décor. We keep the hall nicely decorated, and would not want to have to charge you for keeping it that way. No Blu-Tack or Sellotape to be used anywhere, including for temporary signs on the Front Door.

## **Cleaning**

Please leave the hall as you find it.

A vacuum cleaner plus replacement bags, mops and brushes can be found in the cupboard in corridor. Black refuse bags can be found in the wall cupboard in the Ladies WC.

Paper towels, toilet rolls and other cleaning supplies are also in the wall cupboard in the Ladies WC.

*If the hall is not left as you found it the cleaning deposit will not be refunded.*

## **Outside Bins**

There is a plastic box for all glass bottles and jars.

There is a wheelie bin for recycling – this should be used for tins, plastics, cardboard and paper.

There is a separate wheelie bin for general rubbish.

## **End of hire checks**

- i) Windows all shut and locked where appropriate.
- ii) Fire exit doors are shut properly
- iii) Hot water urn and kettles – switched off, empty and rinsed.
- iv) Water heater in kitchen – switched off at switch on wall

Please check that:

- v) Fridge switched off at socket and door left slightly open
- vi) Freezer switched off at socket and top left slightly open
- vii) Paper towel bins in ladies and gents emptied
- viii) Rubbish sorted and removed into outside bins
- ix) Vacuum cleaner not left full or blocked.
- x) Fire door is closed – please release the door from magnetic catches by using black release button
- xi) Hall locked and key replaced in key safe.
- xii) Gate shut

Thank you for using our unique Village Hall. We hope you enjoy your event.

Contact Details:

Bookings Officer – [bookings@worthmatraversvillagehall.org](mailto:bookings@worthmatraversvillagehall.org)

Telephone number is on the website in the Contact Us tab together with the email addresses of our Trustees - [www.worthmatraversvillagehall.org](http://www.worthmatraversvillagehall.org)

A Printable pdf version of these Guidance Notes & Instructions for Hirers together with Terms and Conditions, Hirers Public Liability Summary and all the forms referred to above are available on our website.