

Guidance on using Ratley Village Hall

Fees and Deposit

The hiring of the RVH is generally available to anyone assuming the time period they want is available and does not clash with village events. Bookings can be made by contacting the Booking Secretary (Lisa Curtlin) on 01295 670398.

Hiring and therefore use of the Ratley Village Hall is not confirmed until the contract is signed, returned, and deposit received. Payment will be billed by the Treasurer (Lisa Curtlin) and accounts should be settled within 28 days.

A deposit of £30 is payable by THE HIRER to RVH who within 28 days of the termination of the period of hire will repay such deposit to THE HIRER less the sums incurred in replacing any fixtures, fittings, furniture and equipment removed without authority from the premises and in rectifying any damage caused to the premises and/or contents thereof during the period of the hiring as a result of the hiring.

Fees are set annually and can only be varied at the AGM of the Trustees of Ratley Village Hall

Keys

These should be obtained from Mrs Thelma Grinnell-Moore at No 10 Old Road, Ratley. THE HIRER should contact her on 01295 670453 two or three days prior to the hiring period to arrange to collect keys. The keys will open all doors.

THE HIRER must ensure that all these doors are locked and the keys returned immediately the Hall is vacated.

On no account must any attempt be made to copy a key. This would be considered a serious breach of security and would have consequences.

Heating

The heating is on a pre-set, timed system. The controls for this must not be altered or interfered with in any way.

Lighting

The light switch for the main hall is on a panel on the wall on the left as you enter the main Hall.

There is a duplicate panel at the opposite end of the main Hall on the right. The kitchen light is under the wall units on the right. The switch for the Bar/Servery is on the right of the hatch.

THE HIRER must ensure that all lights are turned off when vacating the Hall. There is an emergency lighting system which will operate in an emergency. The external lights are on a timer operated from the entrance door switches and will switch off automatically after a delay.

The main fuse box and control panel are behind the stage arch to the left. This should not be touched. If there appears to be an electrical problem within the hall THE HIRER should contact a member of the Hall Trustees.

Windows

In the main hall these are secondary glazed behind shutters. Opening the secondary glazing is by sliding the units across after unlocking the seal of the centre unit. The leaded windows are on a catch and can then be opened. All should be closed securely when vacating the Hall. THE HIRER should be aware of their responsibility regarding noise and neighbours should they open the windows on an event that has a noise issue.

Window shutters in the main hall. They should be kept in either a locked closed or a locked open position. Care should be taken in moving them from one position to another.

Water

All potable water is provided by the mains system. The main water stop cock is located in the 'New Reading Room' behind a panel next to the lower exit door. If there is an obvious major leak to stop damage and reduce waste this may be turned off and a member of the Hall Trustees informed as soon as possible.

Tables and chairs

Some chairs and tables are permanently located in the main hall and other areas. Further tables and chairs are stored on the stage. Tables can be moved to the front of the stage in the trolleys provided, lifting furniture down from the stage is best done by two people. All tables and chairs must be cleaned as necessary after use and returned to their correct location. Chairs must not be stacked more than 9 high on the stage and left close to the walls.

Furniture must not be removed from the hall unless hired for an external event and not be used outside without the express permission of the Hall Trustees.

Cutlery, crockery and glasses

These are stored in the cupboards in the kitchen and Bar/Servery areas. Washing up liquid and tea towels are provided in the kitchen and Bar/Servery. All equipment used should be cleaned and returned to its rightful place after use. THE HIRER is responsible for their safe return and for reporting breakages.

Kitchen Appliances

The ovens, hob, fridge and dishwasher are all domestic grade and of the type familiar to most users. There are manuals in the wall cupboard to the right of the serving hatch for reference. All equipment should be switched off, cleaned of any food spills after use and left as found.

Rubbish

As part of the Environmental Policy this should be sorted into general waste or recyclable material and stored in a black plastic bag in the grey lid bin and but just loose in the blue lid bin respectively provided outside the hall. Collection of each is fortnightly therefore excessive rubbish overfilling the bin will be required to be removed by THE HIRER and disposed of in an appropriate way.

Removal of equipment and Storage

All materials and equipment brought into the Hall should be removed. No furniture or equipment may be stored without permission.

Cleaning

THE HIRER is responsible for leaving the hired areas as clean and tidy as possible. A broom and a dustpan & brush can be found in the Bar/Servery.

Specifically: -

1. The floor of the main hall should be swept of any rubbish and spills cleaned.
2. The carpets should be brushed to remove major debris if necessary.
3. The floor of the kitchen should be swept and washed if necessary.
4. Any debris generated by the hire should be removed.

Additional surface cleaning measures will be required in the event of COVID-19 or similar (in line with Government recommendations at the time of hiring) . A fogging machine is available to allow larger areas to be dealt with more easily. The block booking process has been specifically introduced to allow additional, uncharged time to permit all necessary cleaning work.

The Hall Trustees have responsibility for deeper cleaning. Any excess cleaning required as a result of hiring will result in a charge to THE HIRER.

Accidents/ First aid

Please look at the general Risk Assessment document, it is there to advise you of potential hazards. The First Aid Box is located in the kitchen. An accident book is located with this box. If anyone suffers any personal injury during the period of hire, THE HIRER must make a suitable entry in the book and notify a member of the Hall Trustees. Please note the guidance in the accident book.

Alarms

There are audible and visual fire and smoke alarms controlled from the panel in the entrance lobby. If the alarm sounds priority is to empty the Hall. If it is a false alarm, then the alarm can be reset with the code inside the flap of the alarm box in the entrance lobby. If required, a member of the Hall Trustees should be contacted.

There is also an audible alarm in the disabled toilet for emergencies that may occur with the user. It is controlled from the panel outside on the right of the caretaker's door.

Action in case of Fire

THE HIRER is responsible for reading the Fire Safety Guidance. Essentially this requires THE HIRER to: -

1. Raise the alarm. If the automatic system does not work, alert everyone in the building immediately e.g. by verbal signal or using the whistle located in the fire box.
2. React immediately to the alarms if they do sound. Take charge.
3. Direct everyone out of the building through the nearest exit to assemble on the car park, assisting the disabled or children if present.
4. Call the fire brigade
5. Use the extinguishers or fire blanket (kitchen) provided only if safe to do so.
6. Ensure either by register or by a building sweep that everyone at the event is safe
7. Do not allow anyone to re-enter the building for any reason until an 'all clear' is called
8. Liaise with the Fire Service.
9. Use the Fire Box equipment (entrance lobby) and keep a record of the details of the incident.
10. Inform a Member of the Hall Trustees.

Any problems

In the first instance THE HIRER should contact Lisa Curtlin on 01295 670398