

Curry Rivel Village Hall – Information for Hirers

Please leave the hall as you find it – this helps to keep costs down and the hall a nicer place for all users!

For collection of village hall keys, please contact the Booking Secretary

Please allow time for setting up and clearing away within the agreed hire times

Please ensure that any outside caterers and bar staff are aware of the hire period and that they will not be able to enter before and must leave by the end of that period. This includes the hiring of tables, chairs, crockery and cutlery, which must be removed from the hall premises by the end of the hiring period. (Unless other agreement already made with Booking Secretary)

1. SETTING UP

Please use white tac only (not blue) for fixing decorations to walls and ensure removal at end of event

Do not fix decorations near light fittings or heaters

Use trolleys provided to move tables and chairs

All fire exit doors must be unlocked when hall is in use

Fire doors are not to be wedged or propped open

All fire exits must be kept clear both inside and outside the hall

2. CLEARING UP

Please ensure all waste is removed and taken home eg decorations, food, bar bottles etc.

Bring bin bags (and your own tea towels)

Furniture etc to be returned to where you found it – WIPED WITH A CLOTH

The village hall to be left in a clean and tidy state i.e.: Kitchen surfaces and appliances wiped clean, floor swept, carpet vacuumed

Main Hall floor swept

Toilets are left as you would wish to find the. **PLEASE CHECK**

3. LOCKING UP and LEAVINGCHECK LIST

All external and internal doors, windows and kitchen shutters securely closed.

All lighting and hot water switched off (corridor lighting is automatic)

All electrical appliances turned off and unplugged

If additional heating used – ensure turned off

4. Please remember that as the named hirer, you are responsible for the behaviour and safety of your guests, members, and the general public attending your event. In particular this means:

Taking responsible steps to prevent damage to the hall and accidents to your members or visitors

Observation of the no smoking policy

Keeping the front parking space free for Blue Badge Holders.

Ensuring that the noise level of the function does not cause interference or inconvenience to occupiers of nearby premises

There is an accident book and first aid box in the kitchen

Please report any faults or damage to the booking secretary as soon as possible so they can be rectified quickly

5. Safety

Any naked flames either inside or outside the hall, e.g. candles, barbecues, pig roasts, must be approved by the hall committee before the event. **No Fireworks or Chinese Lanterns Allowed**

In the event of a fire, the hall should be evacuated using the appropriate exits, and the Fire Service called

There is a telephone available for emergencies - situated in the front porch of the main hall.

The positions of the fire exits and fire extinguishers must be noted before the hall is used